**NEW Above Step 1 Hiring Process – February 25, 2016**

HRD has a new process for documenting and approving requests to hire above step 1. Please use this checklist as a guide for the approval process.

Under this new process, department directors may delegate approval authority for steps 2-10. Delegation must be no lower than one level above the hiring person. For steps 6-10, approval is delegated by the County Administrative Officer to the Compensation and Employment Services Manager in HRD.

**Checklist for Step 2-5:**

* Supervisor and HR consultant discuss request for appropriateness
* Complete Initial Hire or Promotion Salary Approval Form (attach new form)
* Approval – Delegation must be no lower than one level above the hiring person
* Scan and email *only* the Initial Hire or Promotion Pay Request document to [classcomp@kingcounty.gov](mailto:classcomp@kingcounty.gov)

**Checklist for Step 6-10:**

* Supervisor and HR consultant discuss request for appropriateness
* Complete Initial Hire or Promotion Salary Approval Form (attach new form)
* Approval – Delegation must be no lower than one level above the hiring person
* Scan and email *only* the Initial Hire or Promotion Pay Request document to the [classcomp@kingcounty.gov](mailto:classcomp@kingcounty.gov) for approval electronically

**Above Step 1 determined by CBA –** No approval process required. Agency HR person (as determined by agency) completes Initial Hire or Promotion Salary Approval Form. Check the “Above Step 1 determined by CBA” box and email *only* the Initial Hire or Promotion Pay Request document to [classcomp@kingcounty.gov](mailto:classcomp@kingcounty.gov)