

YAP STATE GOVERNMENT  
OFFICE OF THE ADMINISTRATIVE SERVICES  
DIVISION OF PERSONNEL

YP-PERS-002  
(Revised: 02/16/2017)

**Step Increase Form**

To: \_\_\_\_\_

Date: \_\_\_\_\_

From: Chief of Personnel

Subject: Within-Grade Salary Increase

**PART I EMPLOYEE'S CURRENT AND NEW SALARY**

(Name) \_\_\_\_\_ with SS # \_\_\_\_\_ will complete the minimum period of services in grade required for Consideration for a within-grade increase effective on \_\_\_\_\_.

Position/Class Title: \_\_\_\_\_

**From:** Current Pay Level & Step: \_\_\_\_\_ **TO:** New Pay Level & Step: \_\_\_\_\_

**CURRENT SALARY**

\$ \_\_\_\_\_ Bi-Weekly Base Salary

\$ \_\_\_\_\_ MPD/SMPD/LHD

\$ \_\_\_\_\_ Bi-Weekly ABS

\$ \_\_\_\_\_ Per Annum Salary

**NEW SALARY**

\$ \_\_\_\_\_ Bi-Weekly Base Salary

\$ \_\_\_\_\_ MPD/SMPD/LHD

\$ \_\_\_\_\_ Bi-Weekly ABS

\$ \_\_\_\_\_ Per Annum Salary

Explanatory Notes: \_\_\_\_\_

*YSL 1-28 provides that employees may be granted a within-grade (step increase) upon completion of not Less than 52 weeks (step 1 to 4) and 104 weeks (step 4 to 7) of satisfactory service in the position for which performance is being assessed. Within-grade increase are not automatic and may be granted only upon recommendation by the employee's Supervisor or Department Head.*

**PART II SUPERVISORY CERTIFICATION:**

Complete the following and return this form to the Division of Personnel for processing.

The work of this Employee is [ ] is not [ ] of an acceptable level of competence and Employee is [ ] is not [ ] recommended for a within-grade (step) increase to the next salary rate.

*(NOTE: if an employee is not recommended for a within-grade increase for reasons of unsatisfactory performance, refer to the Yap State Public Service System Regulations for actions required).*

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director or Governor

\_\_\_\_\_  
Date

**PART III PAYROLL CERTIFICATION**

Approved leave in a non-pay status (LWOP) not to exceed 10 working days is creditable towards the waiting period of within-grade increase. However, if the LWOP and unapproved leave (AWOL) exceed 10 days, the waiting period will be delayed by the number of days in excess of the 10-day limit. Therefore, if the effective date of the step increase above is affected by the foregoing policy, please fill in the blank space below and provide a copy to the employee concerned and to the Division of Personnel.

This memorandum is your authorization for granting revision of the effective date from the above effective to the date computed by your office.

\_\_\_\_\_ LWOP taken during the waiting period \_\_\_\_\_ days

\_\_\_\_\_ AWOL recorded during the waiting period \_\_\_\_\_ days

\_\_\_\_\_ Number of days in excess of the 10-day limit \_\_\_\_\_ days

Revised Effective Date: \_\_\_\_\_ Computed by \_\_\_\_\_

Payroll Supervisor

\_\_\_\_\_  
Chief of Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Budget

\_\_\_\_\_  
Date