



## Request to use degree to advance one step in the Hybrid Step Program

**I am requesting to use my Bachelor's or Master's degree to advance one step in the Hybrid Step Program.** A copy of my degree is attached to this form.

By signing this form, I understand that I can only use my degree one time during my career with the City of Orem. I may only advance one step regardless of the degree(s) that I may hold or obtain during my career with the City of Orem. I understand that my position date will be changed to the date that I use my degree and that all subsequent annual step increases will be effective on that new date. I also understand that this change will take place at the beginning of the pay period following all approvals.

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Employee Name

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Date

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Department Director Approval

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Date

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HR Manager Approval

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Date