

SALARY MERIT ADDENDUM

Empl. Name:	Empl. ID #:
Department and OPR #:	Job Title:
Supervisor Name:	Evaluation Period From: _____ To: _____

We have reviewed the job description and:

<input type="checkbox"/> No changes to job description (i.e. current job description is accurate)	<input type="checkbox"/> Changes to job description are necessary. <i>If checked, revised job description must be sent to the management center HR office within one month.</i>
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Does Employee participate in the Staff Hybrid Work Program? <input type="checkbox"/> Yes <input type="checkbox"/> No # Days per week	Based on performance, employee is eligible to continue the Staff Hybrid Work Program? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/>	Exceptional	Consistently exceeded expectations
<input type="checkbox"/>	Highly Effective	Often exceeded expectations
<input type="checkbox"/>	Successful	Generally met, though occasionally may have exceeded or failed to meet, expectations
<input type="checkbox"/>	Needs Improvement	Did not generally meet, though occasionally may have met, expectations
<input type="checkbox"/>	Unsatisfactory	Usually below or failed to meet expectations. - <i>A PCA is required - contact HR</i>

Current Salary \$	Salary Grade	Quartile
Proposed Raise Percentage %	Proposed New Salary \$	Effective Date

Employee is aware that the proposed raise is not final and may be revised by the department's Management Center or the university based on budget or policy.

Employee Signature Date
Signature is an expectation; acknowledges receipt only

Supervisor Signature Date

Approval Signature Date

Management Center Signature Date

The Salary Merit Addendum is part of the Annual Review. **The entire Annual Review - Performance Evaluation, Salary Merit Addendum (and Self-Assessment, if applicable) - should be forwarded to the HR Records Office.**

Human Resources Department Review Date