



Employee Probationary Reviews, Annual Reviews and Merit Increases

Employee reviews are conducted annually. Any increases that are given to an employee are merit based only, meaning that an employee may not receive an increase or they may not receive the same increase as other co-workers. Merit increases are separate from increases that may take place for an employee taking a different position (promotion to lead for example), however depending upon when the increase for a position change takes place, this may impact whether or not a merit increase is given at merit increase time.

All employees will receive their annual performance review and merit increase in January of each year for our Buckson Drive location and in August of each year for our Cowgill Street location. These timeframes were chosen in order to coincide with our licensing years so that we can plan annual training hours accordingly. Performance reviews will incorporate employee self-feedback, feedback from co-workers, feedback from parents/families, and feedback from the Director/Owner/Administrative Staff. This is called 360 Feedback and allows for a more comprehensive review.

The percentage of your increase will depend upon your date of hire. For example, anyone hired in January at our Buckson Drive location will receive a whole increase (12/12), and anyone hired in January at our Cowgill Street location will receive a 7/12 increase. Each month will be a different prorated amount based upon hire month. Since all employees will receive a review and merit increase in January or August (depending upon location), regardless of hire date, this proration schedule allows for the amounts to be equitable to all employees. Each year after the initial hire date, all employees will continue to receive their annual review and merit increase in January or August at a 12/12 rate.

PRORATION SCHEDULE FOR BUCKSON DRIVE:

January = 12/12 (because you have worked 12 months out of 12 months)
February = 11/12 (because you have worked 11 months out of 12 months)
March = 10/12 (because you have worked 10 months out of 12 months)
April = 9/12 (because you have worked 9 months out of 12 months)
May = 8/12 (because you have worked 8 months out of 12 months)
June = 7/12 (because you have worked 7 months out of 12 months)

July = 6/12 (because you have worked 6 months out of 12 months)
August = 5/12 (because you have worked 5 months out of 12 months)
September = 4/12 (because you have worked 4 months out of 12 months)
October = No increase - in probationary period
November = No increase - in probationary period
December = No increase - in probationary period

PRORATION SCHEDULE FOR COWGILL STREET:

August = 12/12 (because you have worked 12 months out of 12 months)
September = 11/12 (because you have worked 11 months out of 12 months)
October = 10/12 (because you have worked 10 months out of 12 months)
November = 9/12 (because you have worked 9 months out of 12 months)
December = 8/12 (because you have worked 8 months out of 12 months)
January = 7/12 (because you have worked 7 months out of 12 months)
February = 6/12 (because you have worked 6 months out of 12 months)
March = 5/12 (because you have worked 5 months out of 12 months)
April = 4/12 (because you have worked 4 months out of 12 months)
May = No increase - in probationary period
June = No increase - in probationary period
July = No increase - in probationary period

For example, someone hired March 3rd at Buckson Drive would receive the 10/12 proration amount for their FIRST merit increase. This would be 10 divided by 12, which equals .833. This number of .833 would then be multiplied by the actual merit increase amount. So, if a .25 cent increase were going to be given, the actual amount given would be $.833 \times .25 = .208$ (or .21 cents). Each year after the initial hire year, a full increase would be given in January without any proration.

A second example would be, someone hired March 3rd at Cowgill Street would receive the 5/12 proration amount for their FIRST merit increase. This would be 5 divided by 12, which equals .416. This number of .416 would then be multiplied by the actual merit increase amount. So, if a .25 cent increase were going to be given, the actual amount given would be $.416 \times .25 = .104$ (or .10 cents). Each year after the initial hire year, a full increase would be given in August without any proration.

Please note that Probationary Period 90 day Reviews will take place for every employee, without a merit increase attached to it. Probationary reviews will include Director/Owner/Administrative Staff feedback only. Employees still in their probationary period will not receive a merit increase during annual merit review time, they will only receive their probationary review and will then receive their annual review and merit increase during the following year.



**Employee Probationary Review, Annual Performance Review, and Merit Increase
process Acknowledgement**

I have been given and understand the Employee Probationary Review, Annual Performance Review, and Merit Increase process and procedure.

I understand that my hire date is: _____, so therefore my probationary review date will be on: _____. This probationary review will not include any merit increase along with it.

My first annual performance review and merit increase (if I earn an increase) will be on: _____.

Employee Name: _____

Employee Signature: _____

Date: _____