



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. If you were hired after January of the prior year, an increase may not occur until the following January. Each year after the initial hire date, all employees will continue to receive their annual review and merit increase in January.

Please note that Probationary Period 90 day Reviews that take place will not have a merit increase attached to it. Probationary reviews will include 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.

Employee Name: _____

Employee Signature: _____

Date: _____