

**SALARY MERIT ADDENDUM**

Empl. Name:	Empl. ID #:
Department and OPR #:	Job Title:
Supervisor Name:	<b>Evaluation Period</b> 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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<b>Does Employee participate in the Staff Hybrid Work Program?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No # Days per week	<b>Based on performance, employee is eligible to continue the Staff Hybrid Work Program?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/>	<b>Exceptional</b>	Consistently exceeded expectations
<input type="checkbox"/>	<b>Highly Effective</b>	Often exceeded expectations
<input type="checkbox"/>	<b>Successful</b>	Generally met, though occasionally may have exceeded or failed to meet, expectations
<input type="checkbox"/>	<b>Needs Improvement</b>	Did not generally meet, though occasionally may have met, expectations
<input type="checkbox"/>	<b>Unsatisfactory</b>	Usually below or failed to meet expectations. - <i>A PCA is required - contact HR</i>

<b>Current Salary</b> \$	<b>Salary Grade</b>	<b>Quartile</b>
<b>Proposed Raise Percentage</b> %	<b>Proposed New Salary</b> \$	<b>Effective Date</b>

**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.**

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Human Resources Department Review Date