

## HCM Merit Form

EMPLOYEE NAME:	
JOB TITLE:	
SUPERVISOR(S) NAME:	

Merit is awarded to recognize an employee who has consistently demonstrated **exceptional** performance, proficiency, and/or growth during the annual review period. Merit recommendations may result in a salary increase (award outside of regular performance appraisal increases) and/or a lump sum bonus. They are separate and apart from usual step increases based on meeting job requirements and/or length of service.

A recommendation for a **salary increase** is most appropriate if the employee has demonstrated **exceptional** performance, proficiency and growth in all aspects of the position and has not yet reached "job rate". In effect, it is a step increase over and above that awarded for "normal" performance.

A recommendation for a **lump sum bonus** is most appropriate if the employee has demonstrated **exceptional** performance or proficiency that is more one time in nature and/or he has reached "job rate".

A council member, an employee, or an immediate supervisor, may complete the merit recommendation form. To make a merit recommendation, please provide a written recommendation on a separate sheet attached to this form summarizing key meritorious achievements and contributions during the review period.

*To assist in writing your 1- 2 page recommendation, please take into consideration such questions as: How did this year's individual or team achievements have an **exceptional** impact in meeting the goals of the municipality? In what way has progress in developing individual skills or competencies been **exceptional**?*

"Exceptional" is defined as **ex·cep·tion·al**

1: forming an exception : rare

2: better than average : superior

**NOTE:** *By signing this form, you are stating you have reviewed the merit recommendation submission*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Councillor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Merit Decision – Complete this Section to reflect the Decision

Award the merit recommendation? Yes: ☐ No: ☐

If Yes, then what type of merit to be awarded? Award salary increase: ☐ Award lump sum bonus: ☐

Council or Administrative Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_