

Attachment 3
MEMORANDUM

TO: (Name of Employee)

FROM:

SUBJECT: Merit Increase Rating Source Notification

DATE:

As you are aware, annual pay increases for employees in non-union eligible, non-uniform positions and non-union eligible uniform positions, if pay increases are approved in the budget, will be based on merit. Higher performing employees may receive a higher percent increase based on their evaluated performance on the job. The merit increase rating may be based on the Performance Feedback Form Summary rating or the Workplan Goals and Objectives rating, or a combination of both. Workplan Goals and Objectives (for applicable positions) will be evaluated based on the rating scale included in the merit pay policy.

Your merit increase rating for the _____ to _____ appraisal period will be based on the following:

SOURCE	% WEIGHT PER SOURCE
Performance Feedback Summary Rating	
Workplan Goals and Objectives Ratings	

Thank you for your valuable service to the citizens of Little Rock.