

Employee's Name: _____

Merit Increase Checklist

(Please answer by inserting a yes or no on the blank line)

_____ Has he/she had a current annual performance evaluation in file (for the month in question)?

_____ **Has he/she been on probation during the last 12 months?**

_____ **Has he/she been on intensive supervision, disciplinary probation without pay within the last 12 months evaluation period?**

_____ **Has he/she been employed twelve months of continuous service with HCPC?**

_____ Does he/she **meets standards or exceeds standards** performance rating for his/her evaluation?

_____ Has he/she received a merit increase within the current fiscal year?

_____ Has he/she received a merit increase, promotion, or salary increase due to a progression through salary range movement or transfer from another department in the last six months?

_____ Is his/her salary above the maximum of his/her pay range?

Supervisor's Signature