



**MERIT/LEVEL ADVANCEMENT
RECOMMENDATION AND/OR
SALARY SUMMARY**

EVALUATION DATE: _____

EMPLOYEE NAME: _____

POSITION/TITLE: _____

EFFECTIVE DATE: _____

TO: **General Manager**

FROM:

REGARDING: **Merit/Level Advancement and/or Salary Summary**

COLA APPROVED 6/19/13 **2%**

FROM (LEVEL, STEP):

TO (LEVEL, STEP):

NEW HOURLY BASE RATE:

CERTIFICATION INCENTIVES: _____ (# Certification Incentives)

NEW HOURLY RATE: **\$0.00**

NEW MONTHLY RATE: **\$0**

NEW ANNUAL RATE: **\$0**

Please let this form serve as my recommendation for the above named employee to receive a "Level and/or Step Advancement". If the attached "Performance Evaluation" meets all of the criteria for a "Level and/or Step Advancement", please use this form as my authorization to prepare the necessary documentation and forward to the General Manager for approval and final processing. If no merit/level advancement is warranted this form shall serve as a summary of the employees salary.

GENERAL MANAGER APPROVAL:

APPROVED: _____

NOT APPROVED: _____

DATE: _____

FOR PAYROLL USE:

ENTERED: _____

BY: _____

DATE: _____