

2023

SALARY INCREASES

»»»» SALARY MEETING GUIDELINES ««««



KEY DATES:

JULY 10

OPENING DATE FOR APPOINTING OFFICERS TO REVIEW SALARY LETTERS

JULY 10 - 13

UNIT HEADS TO SCHEDULE INDIVIDUAL MEETINGS WITH AP STAFF TO DISCUSS SALARY INCREASES

JULY 14

SALARY LETTERS ARE SENT AUTOMATICALLY BY HUMAN RESOURCES TO EACH AP EMPLOYEE (NOON)

- GIVE EACH OF YOUR EMPLOYEES THE OPPORTUNITY TO UNDERSTAND THEIR INCREASE BEFORE THEY RECEIVE THEIR LETTER FROM HR – ***DON'T SURPRISE YOUR STAFF!***
- EXPLAIN THE CORRELATION BETWEEN THE EMPLOYEE'S PERFORMANCE REVIEW AND THEIR SALARY INCREASE. EMPLOYEES SHOULD UNDERSTAND THAT THEIR SALARY INCREASE PERCENTAGE IS DIRECTLY TIED TO THEIR PERFORMANCE REVIEW SCORE.

NEEDS IMPROVEMENT: 0 TO 1.22%
DEVELOPING (NEW STAFF): 0 TO 2.03%
SUCCEEDING: 2.88 TO 3.60%
EXCEEDING: 3.69 TO 4.50%

