

Brandeis

Merit Increase Form for Eligible Staff New Hires (hired 1/1/23 to 3/31/2023)

It is assumed that staff new hires are offered a competitive starting salary. Therefore, even though employees hired between 1/1/23 and 3/31/23 may be eligible for merit increases, it is expected that these increases will not be the norm. HR is requesting a brief justification if merit increases are proposed. The justification should include answers to the questions below.

Note: Employees in their first six-months are in their Initial Review Period - this form should not be used in place of a typical mid-point check-in and a six-month summary of their performance which should be sent to HR. <https://www.brandeis.edu/human-resources/policies/personnel/initial-review-period.html>

Prepared by: _____

Date: _____ Extension: _____

Department: _____ Position: _____

Employee Name: _____

Employee Start Date: _____

Reports to: (Name and Position): _____

Performance:

- 1) Is the employee on track to meet expectations during the period since they were hired? Have they exceeded expectations during this short timeframe? Please provide brief examples.*

Competitive Pay Position:

- 1) Is the employee's salary below the market 25th percentile (hiring range minimum)?*
- 2) Is the employee's salary below the market 50th percentile by at least 10%?*

Note: HR/Compensation will provide market data to managers upon request.

Internal Equity:

- 3) Are there compelling internal equity issues that must be addressed now?*

Justification: Please provide the merit recommendation percentage amount and rationale below for the new hire. *If merit monies are proposed for a new hire, as a guideline, they may receive up to .5% of the merit pool for their salary.*

Please note any additional considerations supporting this request below.

Please send this completed form with any additional details to Erika Chin (echin@brandeis.edu). Thank you.