

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 4.3**

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**SUBJECT: ANNUAL MERIT INCREASES**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED BY:**

**ISSUE/REVISION DATE: 3/18/93, 5/5/98, 10/02/01**

**EFFECTIVE DATE: 3/18/93**

**PURPOSE:** To provide the opportunity for an employee to receive an annual merit increase in pay.

The availability for merit increases is based on the following criteria:

- Funding from the State of Illinois. Each year Marklund receives funding from the State of Illinois. It is hopeful that there will be increases in that funding every year, however it is not guaranteed. Merit increases can only be awarded to employees if there is money available from the increase from the State of Illinois. The availability and the amount of merit increases available may vary from year to year.
- Each employee will receive a performance review at least once per year. Merit increases, if available for that year, will be awarded based on the employee's overall performance.

Annual increases for all employees, if available will be awarded in October of each year.