



Human Resources **Raise Process**

HR (8.203)
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Purpose:

To describe the process for employee raises and changes in compensation.

Procedure:

1) Annual Raises

- A) Monthly, Management & HR will meet to prepare for the upcoming performance and compensation discussions, sharing knowledge and experiences they have had or that have been shared with them through other co-workers or superintendents/PMs.
 - i) The company's compensation ranges will be used, along with basic cost of living data and information about the performance of the employees to determine the amount of raise.
 - ii) Compensation Ranges for the company will be updated regularly as the market needs arise using reliable industry data. If there is no company compensation range, reliable industry data will be used to determine compensation.
- B) HR will document the compensation changes on the Compensation Adjustment Statement (attached). Date is adjusted to payroll week following Performance Meeting.
 - i) The manager will review and approve.
 - ii) Employees will get a copy at the performance meeting.
 - iii) HR will send Accounting a copy and file in HR database and in the Employee File.

2) Out of Cycle Adjustments

- A) As needed, basis compensation may be adjusted throughout the year. These circumstances may include:
 - i) Outstanding Performance or increase in responsibilities.
 - ii) Promotions/ Demotions
 - iii) Sub-par performance or decrease in responsibilities.
 - iv) Change in work location.
 - v) Cost of living changes
 - vi) Other unique circumstances.
- B) Management and HR will meet to agree on compensation changes.
- C) HR will document the compensation changes on the Compensation Adjustment Statement (attached). Date is adjusted to payroll week following the performance meeting.
- D) Manager, Employee and Accounting will get a copy of the compensation adjustment statement and it will be documented in the HR database and employee file.



Compensation Adjustment Statement

Employee Name

Title

Supervisor Name

Compensation Change					
	Current	Change Type	% Change	\$ Change	New
Base Pay			#DIV/0!	\$	-
per week \$					-

Effective Date: _____