



Iowa Department of Health and Human Services
Merit Increase

Employee name (as it appears in Workday):	
Employee position number:	Salary review date:

- Six-month review Annual review

The following guidelines apply to any merit increase for HHS employees.

- Does Not Meet Expectations (0%)
 Meets Expectations (2%)
 Exceeds Expectations (3%)

NOTE: A rating of *Exceeds Expectations* requires the approval of an Appointing Authority before reviewing the performance evaluation with the employee.

Salary may not exceed the maximum range for the job class.

Effective date of increase:

Supervisor Signature	Date
Appointing Authority Signature Required for ratings of Exceeds Expectations	Date

Comments:
