

**Tenure Raise**

**To be eligible for a tenure raise, I must:**

* + 1. **Show up to work ON TIME consistently**
		2. **LEARN the job I’ve been ASSIGNED**
		3. **Get along WELL with OTHERS**
		4. **Always FOLLOW company POLICIES and procedures**
		5. **RESPECT the company ASSETS**

Moving Up in This Company



**Merit Raised Based on Education**

**To be eligible for a merit raise based on education, I must:**

* + 1. **NOTIFY my supervisor that I am PURSUING an approved outside certification COURSE**
		2. **COMPLETE and PASS an approved CERTIFICATION course**
		3. **Provide DOCUMENTATION of the COMPLETED course to my SUPERVISOR**

**Merit Raise Based on Promotion**

**To be eligible for a merit raise based on promotion, I must:**

* + 1. **Become COMPETENT in all SKILLS in my CURRENT job**
		2. **NOTIFY my SUPERVISOR I am INTERESTED in promotion**
		3. **COMPLETE the TRAINING required for moving to the NEXT level/position**