

**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**