We are pleased to provide your 2018 Merit Increase Worksheet, with a budget of **2.4%** for all eligible TSMs.

**Please note: The 2.4% budget has NOT yet been fully approved; therefore, please do NOT communicate this to your team until further notice. We will advise if there are any changes.**

Attached is your Merit Increase Worksheet with budget information. The intent is for you to:

1. Complete columns N and O of the worksheet (indicate the 2017 Performance Rating and the Proposed 2018 Merit Increase %). **Note:** TSMs who were hired after Oct 1, 2017 will not be eligible for an increase in April 2018, but will be eligible the following year (April 2019).
2. Verify the data (e.g. reporting relationships, status, job title, etc.) and report any discrepancies to me. Any changes will require Divisional Executive approval to be processed.

The budget guideline is 2.4% of current total annual salaries. You should submit higher or lower percentage increases based on the individual performance of your team members and internal equity considerations but **your overall divisional merit increase budget for 2018 cannot exceed 2.4%.**

Your completed worksheet is due back to me with Divisional Executive approval by **Jan 12** (calendar reminder to follow). **Do NOT communicate merit increases to your TSMs until you receive notification that all Final Approvals have been received.**

Please note: FSCs, ESSs, and some ESTs participate in a separate compensation program.

If you have any questions or need assistance with completing the Merit Increase Worksheet or with the Performance Review process, please contact your HR representatives.

Merit Increase Process:

Katie Fletcher, Human Resources Consultant, ext. 3123 or

Stephanie Babin, Manager, Staffing & Compensation, ext. 3118

Performance Review Process:

Faye Gagne, Manager, Employee Relations & Wellness, ext. 3142