

General:

This policy outlines the process and necessary steps for an employee intending to request a salary increase.

Justification for Salary Increase:

Employees should provide clear and understandable reasons for the desired salary increase. This could include:

Written Application:

The request for a salary increase should be made in writing. It should include the justification as well as the desired salary.

Timing of Application:

Ideally, a request for a salary increase should not be submitted during business-critical times or short-term projects.

Personal Discussion:

After submitting the written application, a personal discussion should be sought with the direct supervisor.

Preparation for the Discussion:

Preparing well for the discussion is advisable. This includes an overview of one's achievements, possible market value, and the company's financial situation.

Decision by the Company:

After the discussion, the company will review the application and make a decision. This could be an approval, a counteroffer, or a rejection.

Opportunity for Re-negotiation:

In the case of a counteroffer or rejection, the employee has the opportunity to seek another discussion after a certain period.

Regular Review of Salary:

It is recommended that salaries are reviewed at regular intervals (e.g., annually) and adjusted as necessary.

Transparency and Fairness:

The company should ensure that salary increases are handled transparently and fairly. This promotes trust and morale.