**Company K Salary Increment/Review Process**

**1. Purpose**

This document outlines the procedures and criteria for conducting salary reviews and implementing salary increments at Company K. The aim is to ensure a fair, transparent, and consistent process for evaluating and adjusting employee salaries.

**2. Scope**

This policy applies to all full-time, part-time, temporary, and contract employees of Company K, and is relevant for annual salary reviews and any adjustments outside the regular review cycle.

### **3. Salary Review Cycle**

**3.1 Annual Reviews**

* **Timing**: Salary reviews are conducted annually, typically during the performance review cycle, which occurs at the end of the fiscal year.
* **Process**: Performance evaluations are completed, and salary adjustments are considered based on performance, market conditions, and company budget.

**3.2 Off-Cycle Reviews**

* **Timing**: Occurs outside the regular annual review cycle, typically due to significant changes in job responsibilities, market conditions, or exceptional performance.
* **Process**: Employees or managers may request an off-cycle review, which will be evaluated on a case-by-case basis.

### **4. Review Criteria**

**4.1 Performance**

* **Evaluations**: Based on annual performance reviews, including individual achievements, goal attainment, and overall contribution to the company.
* **Rating System**: Employees are assessed using a standardized rating system, and salary increments are linked to performance ratings.

**4.2 Market Comparison**

* **Benchmarking**: Salaries are compared with industry standards and market rates for similar roles and experience levels.
* **Adjustments**: Salary increments may be adjusted based on market trends to ensure competitive compensation.

**4.3 Role Changes**

* **Promotions**: Employees who are promoted to higher positions may receive a salary increment reflecting their new responsibilities.
* **Increased Responsibilities**: Employees taking on additional responsibilities may also be considered for an increment based on the scope of the added duties.

### **5. Salary Increment Process**

**5.1 Evaluation**

* **Performance Reviews**: Managers complete performance reviews and recommend salary increments based on performance and contributions.
* **Market Analysis**: HR conducts a market analysis to ensure salary adjustments are competitive and fair.

**5.2 Approval**

* **Recommendations**: Salary increment recommendations are submitted to the HR department and senior management for review.
* **Approval**: Final approvals are made by the senior management team or compensation committee.

**5.3 Communication**

* **Notification**: Employees are notified of their salary increment through a formal letter or email, including details on the new salary and effective date.
* **Feedback**: Managers provide feedback to employees regarding their performance and the basis for the increment.

### **6. Appeals Process**

**6.1 Filing an Appeal**

* **Eligibility**: Employees who disagree with their salary review or increment decision may file an appeal.
* **Process**: Appeals must be submitted in writing to the HR department within 30 days of receiving the increment notification.

**6.2 Review and Resolution**

* **Investigation**: The HR department reviews the appeal, including any supporting documentation or concerns raised by the employee.
* **Decision**: A final decision is made, and employees are informed of the outcome. There is no further appeal beyond this stage.

### **7. Special Considerations**

**7.1 Equity Adjustments**

* **Purpose**: To address internal pay equity issues and ensure fairness across similar roles and levels within the company.
* **Process**: Equity adjustments are reviewed and implemented as needed to maintain equitable compensation practices.

**7.2 Cost-of-Living Adjustments**

* **Purpose**: To adjust salaries based on changes in the cost of living and inflation rates.
* **Process**: Adjustments may be applied annually or as determined by the company’s financial policies.

### **8. Documentation and Confidentiality**

* **Records**: All salary review and increment documentation is maintained confidentially by the HR department.
* **Access**: Access to salary information is restricted to authorized personnel only.

### **9. Contact Information**

For questions or further information regarding salary reviews and increments, employees should contact:

* **HR Department**: hr-support@companyk.com
* **Phone**: [HR Department Phone Number]