

Merit Increase Action

Employee may be granted merit increases not to exceed one (1) step increase in the base pay rate, for sustained superior performance over a period of one (1) year or more. Use the Procedure checklist to ensure that you provide documents and information required for the Merit Increase process.

MERIT INCREASE CHECK LIST

- Personnel Action – Type of Action is Merit Increase (sample attached)
- Annual Performance Evaluation of Employee
- Memorandum of not more than one typewritten page in length, which must include the following:
 - Statements descriptive of areas in which the employee has excelled
 - Statement must clearly relate the foregoing with the most important and key duties and responsibilities within the employee's position.

TAKE NOTE:

- No Employee may receive more than one (1) Merit Increase in a twelve (12) month period.
- Merit Increase does not interrupt the waiting period for employee's WGI
- Primary purpose of Merit Increase is to recognize sustainable superior performance only.
- Employee who has attained the top step may not be accorded a merit increase (other means should be sought to recognize superior performance)
- The effective date of a Merit Increase shall be the beginning of the pay period following its approval by Director of BPSS.



PERSONNEL ACTION FORM
GOVERNMENT OF THE REPUBLIC OF PALAU

ROP-PERS-002

1. Name: (Last, First, Middle) 2. Birth Date: 3. Service Computation Date: 4. Employment Status:
5. Type of Action: 6. Authority: 7. Requested Effective Date:
8. Effective Date:
9. From Code # To Code #
Title
Grade Level and Step
Biweekly Official Base Salary
Department
Ministry
Duty Station
10. Requested By: 11. Social Security Number:
1. Requesting Official: Date
2. Bureau Head: Date
3. Appropriate Management Official Date
12. Account Number: Non-Lapsing Lapsing
13. Certification of Availability & Type of Funds:
Director, Bureau of Budget & Planning Date

14. Remarks:

15. Approved By:
1. Director, Bureau of Public Service System Date:
2. Minister of Finance Date:
3. President, Republic of Palau Date:
(As Appropriate)

16. Resignation (To be completed by employee)
I resign for the following reason(s):
The effective date of my resignation will be:
Signature

17. DISTRIBUTION: Original - Personnel Office; 2nd Copy - Payroll Section; 3rd Copy - Employee; 4th Copy - Department