



County of Henrico, Virginia

## INTEROFFICE MEMORANDUM

**TO:** Agency Heads & Key Officials

**SUBJECT:** Merit Increase Report  
for FY 2004-05

**FROM:** Director of Human Resources

**DATE:** May 27, 2004

*Please share this memo with supervisors and all others in your agency who are involved with this process.*

All personnel transactions that were received and processed in MAPS by May 26, 2004 are included in the enclosed **Authorization for Granting FY 2004-05 Merit Increases Effective 6/16/04**. If you have a question regarding a change that does not appear, please contact either Mary Harris (4384; email [har30](mailto:har30)) or Pat Brown (4382; email [bro06](mailto:bro06)).

- For extended evaluations, has the number of payperiods to be extended been indicated on the P-11a?**
- Has a copy of the completed evaluation been given each employee who requested that he/she would like to receive a copy?** Be sure the copy is made **after** all signatures have been affixed but before forwarding to Human Resources Department.
- Have all individual forms AND the bottom of each page of the report been signed by you (or someone authorized to sign for you)?**
- Have all evaluation forms (except disapproved or extended ones) been placed in the same order as the Authorization Report?** Disapproved or extended evaluations should be placed on top.
- Reminder:**
  - **Employees hired after April 30, 2004** are not eligible for a merit increase. They will; however, receive the 1.628% wage adjustment effective June 16, 2004.
  - **To receive a merit increase**—an employee must have at least an *Acceptable* or better overall rating in order to receive a merit increase.

Return the completed and signed *Authorization* report with all of the completed evaluations as a complete packet to the Human Resources Department **no later than June 8, 2004**.

Please let us know if you have questions.

George H. Cauble, Jr., SPHR

Attachment

cc: Departmental Administrative Persons