

**SAMPLE LETTER FOR DENIAL OF MERIT SALARY ADJUSTMENT OR
ALTERNATE RANGE CHANGE (1000)**

(September 1988)

(Discuss with Regional Administrative Officer/Personnel Office when preparing this letter)

Date: _____

To: (Name of Employee)
(Class Title)

Your job performance does not meet the standards of efficiency expected at this stage of experience in your position. Therefore, I have recommended that your Merit Salary Adjustment/Alternate Range Change effective with the (month) (year) pay period not be granted.

Specific examples of your unsatisfactory performance are:

Within 10 days after this notice, if you wish to appeal this decision, you should follow the grievance procedure outlined in the Memorandum of Understanding for your bargaining unit.*

If you are not satisfied with the decision at the final level of review, you may appeal the decision to the Department of Personnel Administration under Rule 599.684.

Granting of salary adjustment may be reconsidered at any time after three months.

Recommended By:

(Name and Title of Immediate Supervisor)

Approved By:

(Name and Title of Second_Line Supervisor)

*For nonrepresented employees, replace this paragraph with the following:

Within 10 days after this notice, if you wish to appeal this decision, you should follow the grievance procedure provided by the Department of Personnel Administration Rule 599.859.

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