



JUSTIFICATION FOR DISCRETIONARY MERIT, EQUITY, OR RETENTION AWARD (DMC/DERA)

AGENCY		DIVISION		BUREAU	
EMPL ID		EMPLOYEE NAME		CLASSIFICATION TITLE	
AWARD TYPE	BASE PAY INCREASE	LUMP SUM AWARD	PERFORMANCE CRITERIA (Check all that apply)		
<u>Merit</u> Justification must be based on criteria in Section J-2.00(5)(l) of the Compensation Plan.			☐ Employee is not serving the first 12 months of an original probationary period on the award effective date ☐ Employee received satisfactory performance evaluation within last 12 months ☐ Employee has not received any form of formal discipline in the past 24 months ☐ Employee is a supervisor and has completed required performance evaluations for all subordinates		
<u>Pay Equity</u> Justification must be based on criteria in Section I-6.00(6)(h) of the Compensation Plan.					
<u>Retention</u> Justification must be based on criteria in Section I-6.00(6)(i) of the Compensation Plan.					
JUSTIFICATION NARRATIVE (Attach additional pages/documentation as needed)					
NAME OF PERSON COMPLETING FORM					DATE