

**Sarah Lawrence College**  
**Staff Merit Request Form**

**Employee Name**

**Position Title**

**Area of the College**

**Supervisor Name**

**Supervisor Title**

**Senior Team Member Name**

**Academic Year for Requested Merit Adjustment**

Sarah Lawrence's performance review process requires supervisors to assign a categorical assignment to an employee's overall performance. In order to be eligible for a merit increase, an employee must receive an overall evaluation of *consistently exceeded expectations* or *exceptional* on their annual performance review. Please refer to Sarah Lawrence's Staff Merit Policy for information about the evaluation scale.

Merit recognition is administered as either *a). an addition to the employee's base salary* or *b). a one-time bonus payment to the employee.*

**Employee Performance Review Rating**

***Please check one of the following options and indicate the percentage or dollar amount requested.***

Adjustment to this employee's base salary

Percentage or dollar amount:

One-time merit payment

Percentage or dollar amount:

**Justification for Request:**

**Supervisor Signature**

**Senior Team Signature**

**Date**