



## 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.			<input type="checkbox"/> Employee is not serving the first 12 months of an original probationary period on the award effective date <input type="checkbox"/> Employee received satisfactory performance evaluation within last 12 months <input type="checkbox"/> Employee has not received any form of formal discipline in the past 24 months <input type="checkbox"/> 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.				
<b>JUSTIFICATION NARRATIVE</b> (Attach additional pages/documentation as needed)				
<b>NAME OF PERSON COMPLETING FORM</b>			<b>DATE</b>	