



ADMINISTRATIVE MEMORANDUM
COUNTY OF SAN MATEO

SUBJECT: Denial of Merit Increase

RESPONSIBLE DEPARTMENT: Personnel

NUMBER: E-5

APPROVED: *Dan H. Nelson*

County Manager

DATE: February 1, 1984

When a merit increase is denied because of below standard performance, a Performance Evaluation report is required every two pay periods until the performance is standard or the employee is terminated. Assuming standard performance is achieved, a merit increase should be granted effective the following pay period.