

# VILLAGE OF SHOREWOOD – RECOGNITION PAY FORM



**Name of Employee:**  
**Name of Supervisor:**  
**Anniversary Date:**  
**Appraisal Year:**

2020

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## Summary

This form is only needed if an employee is reaching a 5-year incremental anniversary with the Village of Shorewood. The Village of Shorewood HR Manual allows employees who have met expectations for 5 consecutive years to receive up to a 4% increase in their hourly rate and/or wages. The pay is designed to help employees progress through their pay range, acknowledging that as the years progress, the employee is becoming more knowledgeable about their position, the organization, and the community. This pay increase serves as a thank you and incentive for employees to stay with the Village of Shorewood. Supervisors are asked to fill out the following form and then have the Village Manager's Office fill out and return for signatures.

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## Filled out by Supervisor

Has the employee met expectations for five years consecutively, continually challenging themselves to learn new skills and executing their day-to-day tasks at a high level?

Yes \_\_\_\_\_

No \_\_\_\_\_

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## Filled out by Village Manager's Office

What is the current hourly rate for the employee: \_\_\_\_\_

What is the maximum hourly rate for the employee's pay range: \_\_\_\_\_

Due to information provided by the supervisor, the employee will receive a \_\_\_\_\_% increase.

The new hourly rate for the employee will be: \_\_\_\_\_

This increase will be reflected starting in the following paycheck: \_\_\_\_\_

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## Signatures

By signing this form, the supervisor and Village Manager's Office agrees to the identified pay increase. The employee acknowledges when they'll be receiving the pay increase.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Manager's Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date