



## **Performance and Salary Review Policy**

### **Purpose**

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each staff within MANEPO.

Performance appraisals influence salaries and promotions and it is critical that Line Managers/supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

### **Eligibility**

All MANEPO employees are provided with an annual performance review at the time they sign job contract and any improvement in performance merits consideration for pay increases as warranted and also resources available.

### **Performance Review Schedule**

Performance appraisals are conducted annually as *announced by HR*. Each Line Manager is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees.

### **Salary Increases**

A performance appraisal does not always result in an automatic salary increase. The employee's overall performance and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted. Out-of-cycle salary increases must be preapproved by the Country Director.

### **Salary Equity Reviews**

A Line manager may request an analysis of an employee's salary at any time the manager deems appropriate. This request should be made to the HR Manager, who will review the employee's salary in comparison to other employees in comparable positions and within the guidelines of MANEPO's compensation policy.

### **Processes**

HR will establish the format and timing of all review processes. The completed evaluations will be retained in the employee's personnel file.

Salary increase requests must be supported by a performance appraisal for salary change processing. Line Managers may not discuss any proposed action with the employee until all written approvals are obtained.

HR will review all salary increase/adjustment requests to ensure compliance with MANEPO policy and that they fall within the provided guidelines.

The HR Manager has the right to change, modify or approve exceptions to this policy at any time with or without notice.