

# HERE'S WHY I DESERVE A RAISE

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Our company is unique in that we allow our employees to request a raise at any time. Consider the following guidelines before you do so:

1. You must have worked for the company for at least [a full year] before submitting a request.
2. You must not be on a performance improvement plan currently.
3. Do not abuse the process with frequent requests. (Max of one every 6 months)
4. Do not request a raise simply because you need more money. We regularly provide our employees with salary or wage increases based on market surveys and consumer price indexes. All other raises are based on performance profitability only. Be prepared to explain how you've improved your performance and how it affects the company's bottom line.

Dan Kennedy, an advisor to business owners nationwide, has this to say about employees and wage or salary increases:

“Many people think years on the job should translate to wage increases. Time on the job, years doing the job, does not increase the inherent value of the job being done. In most cases, after the first few years, it doesn't increase the value of the employee either. He doesn't bring 30 years experience to the table at all. He only brings one year of experience repeated 30 times.”

While this may seem a tough approach, it is hard to argue with. So, before an employee requests a raise, they should be able to show how they have increased their value.

You can increase your value by:

- Learning more – through training, reading, experimenting, learning a new program, getting certified, cross-training, etc.
- Working more efficiently – through time management, delegation, better supervision, etc.
- Producing more revenue – through increasing your billing rate, referring clients and customers, coming up with cost-cutting ideas, streamlining a process, etc.
- Implementing change – creating new systems, procedures, strategies. Bringing new opportunities, motivating co-workers or subordinates, etc.

I have increased my value to the company by:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much of a raise do you believe you've earned? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Response from HR:**

Approved

Employee's new pay will be \_\_\_\_\_ starting on \_\_\_\_\_

Denied. Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
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