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RareBooksClub. Paperback. Book Condition: New. This item is printed on demand. Paperback. 34 pages. Original publisher: Washington, D. C. : U. S. Small Business Administration, 2003 OCLC Number: (OCOLOC)52743683 Subject: Small business -- Employees -- Recruiting -- United States. Excerpt: . . . and experience to function effectively; Tenure increases for time with the company; and General increases to help employees stay current with inflation and to keep pay competitive. These approaches are the most common, but there are many variations. Most annual increases are for cost of living, tenure or employment market reasons. Several, all or combinations of the increase methods can be used. It is helpful to have a form to document salary increases and record the reasons. Over the years such records are good references for pay administration purposes. Telling Employees About the Plan Once your pay administration plan is in place, you must tell employees about it. If setting up a good program is number one in importance, a close number two is explaining the plan to employees. Some employers write a personal letter to each employee, others hold meetings to explain the plan and answer questions, still others do both. However you tell employees, be clear, honest and open in explaining how the plan works. This is a prime opportunity to build goodwill and good relations with your employees. Be sure your supervisors understand and can explain the plan to their people. Explaining the plan to new hires is essential, and it is a good idea to review the plan periodically with all employees. Performance Evaluation Most employees in the American labor force are under a merit increase pay system, although their pay increases frequently result from other factors. This approach involves periodic review and evaluation of how well employees perform assigned duties. An effective...

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