



# City of Gardena

## Merit Increase Review

**Employee:**

**Classification:**

**Department:**

**Date of Interview:**

**Present Step**

**Eligible for Step**

**Effective**

In accordance with the provisions of Resolution 2716, Salary and Compensation, the above-named employee has been interviewed and his/her job duties and responsibilities during the time spent on the present step have been evaluated, and his/her performance has been discussed with the employee. The following is a report of such evaluation:

**RECOMMENDATION:**

- ☐ Retain employee on present step pending re-evaluation on or about .
- ☐ Recommend advancement as set forth above.

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Signature of Supervisor

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Signature of Employee