**CHANGING POSITIONS/PROMOTION/CHANGING STATUS**

If you would like for an employee to either changing positions, change status (full time/part time) or receive a promotion, Notify the General Manager or Management Company for approval. Once approved, a brief memo should be prepared for the employee to sign. Once signed, provide a copy to the employee, keep one for their file, and email a picture or scan of the document to [Heather@tokolaproperties.com](mailto:Heather@tokolaproperties.com) and cc the General Manger.

The memo should include relevant details, including:

* The position they currently hold
* The position they are moving into (if relevant)
* The date they will start their new position/new status
* Any increase in pay or change in duties
* If this is a promotion, it is also helpful to provide a brief description of what in their work performance earned them the promotion.

See sample Memos

**PAY RAISE**

An employee may get a pay raise based on an annual review, an exceptional performance or increased duties, or because of external factors like minimum wage has increased and to remain competitive, we decide to raise wages.

In the case that the pay raise is based on merit and performance, notify the General Manger for approval of the raise. Then, a brief memo should be prepared to the employee to let them know that their pay will increase. Once signed, provide a copy to the employee, keep one for their file, and email a picture or scan of the document to [Heather@tokolaproperties.com](mailto:Heather@tokolaproperties.com) and cc the General Manger.

The memo should include:

* The employee’s current position and pay
* The date of the pay increase
* The new pay rate
* Brief summary of positive performance that contributed to the pay raise.

See sample Memos