

Job Transfer/Promotion Evaluation

Employee Name Abdulkadir Dhucul

Department Sanitation

Task	Criteria	Needs		Comments
		Acceptable	Improvement	
Communication	Effectively exchanges information, written or verbal, with all types of personnel	X		
	Communicates information accurately, timely and respectfully	X		
Job Skills	Demonstrates technical understanding of the job	X		
	Has the ability to analyze work, set goals, develop plans of action and utilizes time appropriately	X		
Quality	Is aware of, and complies with, product specifications related to their department and/or area.	X		

Items employee needs to work/improve on:

Rate Change? Yes No *started 3/9/17*

If No, why not/when will next review occur?

Employee Signature: *[Signature]* Date: *3/8/17*

Supervisor Signature: *Tim Holt* Date: *3/8/17*

PAYROLL CHANGE REPORT

Today's Date:	<u>3/9/2017</u>	Effective Date:	<u>3/12/2017</u>
Hire Date:	_____	Hours Worked:	_____
Employee's Name:	<u>Abdulkadir Dhucul</u>		
Department:	<u>Sanitation</u>		

CHANGE (\$)		FROM	TO
<input checked="" type="checkbox"/> X	Rate	\$10.75	\$12.25
	Shift Differential	\$1.50	\$1.50
<input checked="" type="checkbox"/> X	Total	\$12.25	\$13.75

REASON (S) FOR THE CHANGE (S)							
Seniority Increase (Circle One)		90 Day	6 Month	1 Year	1 1/2 Year	2 Year	Annual
<input checked="" type="checkbox"/> X	Merit Increase						
	Other						

ADDITIONAL COMMENTS
<i>Sanitation review - change to sanitation rate</i>

Authorized by:	<u>Tim Holf</u> (Department Manager)	Date:	<u>3/10/17</u>
Guideline verified:	<u>Nichol Wojcik</u> (Human Resources)	Date:	<u>3/9/17</u>
	<u>Peter</u> (GM Authorization)	Date:	<u>3/13/17</u>

TP 3-13-17