

PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2017</u>	Effective Date: <u>11/27/2017</u>
Hire Date: <u>3/23/2015 6 Month Absence</u>	Hours Worked: <u>18 Month</u>
Employee's Name: <u>Chame Olethe</u>	
Department: <u>Flow Wrap</u>	

X	CHANGE (S)	FROM	TO
	Rate	\$10.75 <u>11.15</u>	\$11.00 <u>11.40</u>
	Shift Differential		
	Total	\$10.75 <u>11.15</u>	\$11.00 <u>11.40</u>

REASON (S) FOR THE CHANGE (S)						
Seniority Increase (Circle One)	3 Month	6 Month	1 Year	18 Month	2 Year	Annual
Merit Increase (level 2)						
Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS

Authorized by: <u><i>Neil J. B...</i></u> (Department Manager)	Date: <u>11-1-17</u>
Guideline verified: <u><i>Michael Wojcik</i></u> (Human Resources)	Date: <u>10-30-17</u>
<u><i>ROE R</i></u> (GM Authorization)	Date: <u>11/1/17</u>

*CME
11-30-17*

*NGW
11-16-17
11-27-17*



Hourly Performance Appraisal

Employee Name: Chame Olethe	Hire Date: 3/23/2015
Job Title Flow Wrap	Evaluation Period: 18 Month
Supervisor: Nick Rausch	Review Date: 12/6/2017

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

O – Outstanding. Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

E – Exceeds Expectations. Results clearly exceed position requirements on a regular basis.

M – Meets Expectations. Competent and dependable performance level. Meets the performance standards and objectives without Constant follow-up direction

I – Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

GENERAL FACTORS

1. **Quality-** The extent to which an employee's work is completed thoroughly and correctly following established process and procedures.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments-Click here to enter text.

2. **Productivity/Independence/Reliability-** The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction/follow-up to complete tasks/job assignments.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Chame is able to work independently and works efficiently in an 8hr period.

3. Job Knowledge- The extent to which an employee possesses and demonstrates an understanding of the work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Chame understands processes and work instructions and is knowledgeable about work instructions in her area.

4. Interpersonal Relationships/Cooperation/Commitment- The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors and subordinates. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Chame works well with everyone in the plant. She accepts job assignments and other duties willingly.

5. Attendance- The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

No. of Unexcused Absences: 2

Specific Examples/Comments- Chame has outstanding attendance. She is always on time for work and also volunteers her time on the weekends during busy season.

6. Initiative/Creativity- The extent to which an employee seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, finds new and better ways of doing things.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Chame shows great initiative and is always staying busy.

7. Adherence to Policy- The extent to which an employee follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations, wears required PPE.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Chame wears required PPE and follows all rules and safety regulations and work conduct rules.

Overall Performance- Rate employee's overall performance in comparison to position duties and responsibilities.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Complete All of the Following Sections

1. Accomplishments or new abilities demonstrated since last review: Chame is able to work in every area of packout and does so willingly when I need her to.

2. Specific areas of needed improvement: None

3. Recommendations for additional training: None

Employee's Comments: _____

Discussed/reviewed with employee on: Click here to enter a date. 12/6/17 Follow up requested/desired: YES or NO

Manager/Supervisor Signature: Nine Rabeal Date: 12/6/17

Employee Signature: [Signature] Date: 12/6/17

Would this employee be eligible for a wage increase? Yes: _____ No: _____

If Yes: Current Salary \$ 10.75 Raise To: \$ 11.00 8/1/17

Effective Date: 11/27/2017