

PAYROLL CHANGE REPORT

Today's Date:	<u>2/1/2018</u>	Effective Date:	<u>2/5/2018</u>
Hire Date:	<u>8/4/2017</u>	Hours Worked:	<u>6 Months</u>
Employee's Name:	<u>Charles Foster</u>		
Department:	<u>Sanitation</u>		

CHANGE (\$)		FROM	TO
X	Rate	\$11.90	<u>11.90</u>
	Shift Differential	\$1.50	<u>1.50</u>
	Total	\$13.40	<u>13.40</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
<u>NO raise due to attendance</u>

Authorized by:	<u><i>Tim Holt</i></u> (Department Manager)	Date:	<u>2/1/18</u>
Guideline verified:	<u><i>Nichol Wajack</i></u> (Human Resources)	Date:	<u>1-30-18</u>
	<u><i>RLB B.1</i></u> (GM Authorization)	Date:	<u>2/2/18</u>



Hourly Performance Appraisal

Employee Name: Charles Foster	Hire Date 8/4/2017
Job Title: Sanitation	Evaluation Period: 6 Months
Supervisor: Tim Holt	Review Due Week of: 2/4/2018 Review Date: Click here to enter a date.

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.

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

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

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- Charles does quality work in both cleaning and pre-op inspection.

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- Charles is a productive worker. He always helps out by doing extra when we are short handed.

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- Charles has been learning new areas of work.

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- Click here to enter text.

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: 7 Unexcused Absences

Specific Examples/Comments- Charles needs to work on his attendance.

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- Charles takes on extra work when we are shorthanded without being told to.

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- Click here to enter text.

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: Learned to clean the Lean and Trim areas.

2. Specific areas of needed improvement: Attendance.

3. Recommendations for additional training: Click here to enter text.

Employee's Comments: _____

Discussed/reviewed with employee on: Click here to enter a date. 02/23/2018 Follow up requested/desired: ☐ YES or ☒ NO

Manager/Supervisor Signature: Tina Holt Date: 2/23/18

Employee Signature: Charles Foster Date: 2-23/18

Would this employee be eligible for a wage increase? ☐ Yes: ☒ No: Due to Excessive Absenteeism

If Yes: Current Salary \$ Click here to enter text. Raise To: \$ Click here to enter text.

Effective Date: Click here to enter a date.