

PAYROLL CHANGE REPORT

Today's Date: 5/1/2018

Effective Date: 5/21/2018 *05/20/18*

Hire Date: 2/16/2018

Hours Worked: 3 Month

Employee's Name: Darold Robinson

Department: Grinding

CHANGE (\$)		FROM	TO
☒	Rate	\$11.90	\$12.90
	Shift Differential	\$0.50	\$0.50
	Total	\$12.40	\$13.40

REASON (S) FOR THE CHANGE (S)							
	Seniority Increase (Circle One)	☒ 3 Month	☐ 6 Month	☐ 1 Year	☐ 18 Month	☐ 2 Year	☐ Annual
	Merit Increase						
☒	Other-Job Transfer/Promotion Increase- Increase to Full Grinding Pay						

ADDITIONAL COMMENTS
Two Unexcused Absences

Authorized by:	<u><i>Neil B...</i></u> (Department Manager)	Date:	<u>5-14-18</u>
Guideline verified:	<u><i>Nichol Wojcik</i></u> (Human Resources)	Date:	<u>5-1-18</u>
	<u><i>[Signature]</i></u> (GM Authorization)	Date:	<u>5-15-18</u>

*NW
5-15-18*



Hourly Performance Appraisal

Employee Name: Darold Robinson	Hire Date: 2/16/2018
Job Title: Grinder	Evaluation Period: 3 Month
Supervisor: Mark Reinarts	Review Due Week of: 5/14/2018 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.

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-

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- Darold continues to keep himself busy and learning all aspects of the Grinding 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- Darold is fitting in with the grinding crew well. He shows he is willing to do what is needed and looks for opportunities to learn more.

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- [Click here to enter text.](#)

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- [Click here to enter text.](#)

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: First review

2. Specific areas of needed improvement: Continue to learn the different types of meat. Pay close attention to accuracy when putting raw materials back into M36 at the end of the night.

3. Recommendations for additional training: Continue to spend extra time out front learning the grind-out process.

Employee's Comments: _____

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

Manager/Supervisor Signature:  Date: 5-2-18

Employee Signature:  Date: 5-2-18

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

If Yes: Current Salary: \$ 11.90 + .50 = \$12.40 Raise To: \$ 12.90 + .50 = \$13.40

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