

PAYROLL CHANGE REPORT

Today's Date: <u>2/1/2019</u>	Effective Date: <u>2/18/2019</u>
Hire Date: <u>2/16/2018</u>	Hours Worked: <u>1 Year</u>
Employee's Name: <u>Darold Robinson- 2nd Shift</u>	
Department: <u>Grinding</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$14.75	\$15.00
	Shift Differential	\$0.50	\$0.50
	Total	\$15.25	\$15.50

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							

ADDITIONAL COMMENTS
Six Unexcused Absences

Authorized by: <u><i>Ned B. [Signature]</i></u> (Department Manager)	Date: <u>2-1-19</u>
Guideline verified: <u><i>Nichol Wigick</i></u> (Human Resources)	Date: <u>1-31-19</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>2/1/19</u>

CMG
 2-14-19
 NW
 2-4-19



Hourly Performance Appraisal

Employee Name: Darold Robinson	Hire Date: 2/16/2018
Department: Grinding 1 Year	Evaluation Period:
Supervisor: Mark Reinarts	Review Due Week of: 2/11/2019 Review Date: 2/6/2019

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- Darold consistently is looking ahead to make sure lines continue to run.

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

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 looks to help others when they are behind or in need of help.

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: 6

Specific Examples/Comments- Darold continues 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- Darold is always looking to see what needs to be done in his area.

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.

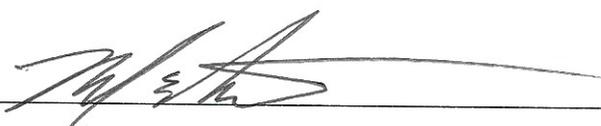
Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Complete All of the Following Sections

1. Accomplishments or new abilities demonstrated since last review: Darold has learned to run the tower operations in grinding.
2. Specific areas of needed improvement: Continue to work with the lead in the grinding area to help create a team setting. Assist in training others in the area.
3. Recommendations for additional training: [Click here to enter text.](#)

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: 2-6-19

Employee Signature:  Date: 2-6-19

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

If Yes: Current Salary: \$ 14.75 + .50 = \$15.25 Raise To: \$ 15.00 + .50 = \$15.50

Effective Date: 2-18-19