

PAYROLL CHANGE REPORT

Today's Date: <u>8/1/2018</u>	Effective Date: <u>8/6/2018</u>
Hire Date: <u>8/4/2016</u>	Hours Worked: <u>2 Year</u>
Employee's Name: <u>Gretchen Selander- 1st Shift</u>	
Department: <u>Dimension</u>	

	CHANGE (\$)	FROM	TO
X	Rate	\$10.90	11.15
	Shift Differential		-
	Total	\$10.90	11.15

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
Three Unexcused Absences

Authorized by: <u><i>Neil B...</i></u> (Department Manager)	Date: <u>7-27-18</u>
Guideline verified: <u><i>Nichol Wojcik</i></u> (Human Resources)	Date: <u>7-26-18</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>7/27/18</u>

CMG
8-7-18

NW
8-6-18



Hourly Performance Appraisal

Employee Name: Gretchen Selander	Hire Date: 8/4/2016
Department: Dimension	Evaluation Period: 2 Year
Supervisor: Nick Rausch	Review Due Week of: 8/6/2018 Review Date: 8/16/2018

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-Gretchen completes all her work correctly and follows procedures.

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- Gretchen is an extremely productive employee. She is a reliable employee and can work independently with minimal direction from the lead or supervisor.

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- Gretchen demonstrates an understanding of work instructions, processes, equipment and materials required to perform the job.

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- Gretchen is willing to do anything we ask of her. She is very helpful, friendly and polite to everyone on the floor. She communicates well and responds to change in a positive manner. She accepts additional duties willingly and takes responsibility for her own performance.

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: 3

Specific Examples/Comments- Gretchen has great attendance. She is punctual and observes prescribed break times. She is also willing to work overtime as required.

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- Gretchen shows initiative while on the production floor. She stays busy and is quick to help her coworkers whenever she can.

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- Gretchen follows all company policies and work rules. She follows safety rules and works safely.

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: Gretchen can work in any area of pack out. She also has learned a few things about the dimension and will step in when the operator is out.

2. Specific areas of needed improvement: None

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: Nina Pausch Date: 8/16/18

Employee Signature: Gretchen Seland Date: 8-16-18

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

If Yes: Current Salary: \$ 10.90 Raise To: \$ 11.15

Effective Date: 08/06/2018