

# PAYROLL CHANGE REPORT

Today's Date: <u>3/1/2018</u>	Effective Date: <u>4/2/2018</u>
Hire Date: <u>9/28/2017</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Jowhar Omar</u>	
Department: <u>Sanitation</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.90	12.40
	Shift Differential	\$1.50	\$1.50
	Total	\$13.40	\$ 13.90

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
<p style="font-size: 2em; margin: 0;">FOUR</p>

Authorized by: <u>Tim Holt</u> (Department Manager)	Date: <u>3/1/18</u>
Guideline verified: <u>[Signature]</u> (Human Resources)	Date: <u>3-1-18</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>3/2/18</u>

New  
3-2-18



# Hourly Performance Appraisal

<b>Employee Name:</b> Jowhar Omar	<b>Hire Date:</b> 9/28/2017
<b>Job Title:</b> Sanitation	<b>Evaluation Period:</b> 6 Month
<b>Supervisor:</b> Tim Holt	<b>Review Due Week of:</b> 4/2/2018 <b>Review Date:</b> 4/5/2018

**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-**Jowhar has improved in cleaning and pre-op inspection quality.

**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-** Click here to enter text.

**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-** Jowhar's job knowledge is good for six months

**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-** Some work is needed in getting along with co-workers and workers for other departments

**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:** 4- On the verge of becoming excessive

**Specific Examples/Comments-** Improvement is needed in 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-** 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: Jowhar has learned more pre-op inspection areas

2. Specific areas of needed improvement: Attendance and interpersonal relationships

3. Recommendations for additional training: NA

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_

Discussed/reviewed with employee on: 4/5/2018 Follow up requested/desired:  YES or  NO

Manager/Supervisor Signature: Tim Holt Date: 4/5/18

Employee Signature: Jowhar Omas Date: 4/5/18

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

If Yes: Current Salary \$  $11.90 + 1.50 = \$13.40$     Raise To: \$  $12.40 + 1.50 = \$13.90$

Effective Date: 4/2/2018