

PAYROLL CHANGE REPORT

Today's Date: <u>1/1/2018</u>	Effective Date: <u>1/15/2018</u>
Hire Date: <u>7/11/2017</u>	Hours Worked: <u>6 Months</u>
Employee's Name: <u>Mary Bakwo</u>	
Department: <u>Flow Wrap</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$10.40	10.90
	Shift Differential		-
	Total	\$10.40	10.90

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

Authorized by: <u>Nell B. [Signature]</u> (Department Manager)	Date: <u>1-8-18</u>
Guideline verified: <u>Nichol [Signature]</u> (Human Resources)	Date: <u>1-2-18</u>
<u>[Signature]</u> (GM Authorization)	Date: <u>1/9/18</u>

CME
1-15-18

DUCW
1-9-18



Hourly Performance Appraisal

Employee Name: Mary Bakwo	Hire Date 7/11/2017
Job Title: Flow Wrap	Evaluation Period: 6 Month
Supervisor: Matt Heaton	Review Due Week of: 1/8/2018 Review Date: 1/15/2018

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.

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-

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-

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-

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: 1

Specific Examples/Comments-

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-

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-

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: finding a spot for Mary has been difficult but she seems to be doing well in flow wrap. Anna has no complaints.

2. Specific areas of needed improvement:

3. Recommendations for additional training:

Employee's Comments: _____

Discussed/reviewed with employee on: 1/15/2018 Follow up requested/desired: YES
or NO

Manager/Supervisor Signature:  Date: 1-15-18

Employee Signature: X MARY Date: _____

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

If Yes: Current Salary \$ 10.40 Raise To: \$ 10.90

Effective Date: 1/15/2018