

PAYROLL CHANGE REPORT

| | |
|------------------------------------|----------------------------------|
| Today's Date: <u>4/1/2018</u> | Effective Date: <u>4/23/2018</u> |
| Hire Date: <u>10/17/2016</u> | Hours Worked: <u>18 Months</u> |
| Employee's Name: <u>Nga Truong</u> | |
| Department: <u>Flow Wrap</u> | |

| | CHANGE (S) | FROM | TO |
|---|--------------------|---------|---------|
| X | Rate | \$11.15 | \$11.40 |
| | Shift Differential | | |
| | Total | \$11.15 | \$11.40 |

| 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 | | | | | | |

ADDITIONAL COMMENTS

Zero Unexcused Absences

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|--|----------------------|
| Authorized by: <u><i>Neil Buerch</i></u> (Department Manager) | Date: <u>4-2-18</u> |
| Guideline verified: <u><i>Nichol Wojcik</i></u> (Human Resources) | Date: <u>3-30-18</u> |
| <u><i>RLB</i></u> (GM Authorization) | Date: <u>4/2/18</u> |

CMG
4-24-18

UW
4-3-18



Hourly Performance Appraisal

| | |
|-------------------------------------|---|
| Employee Name: Nga Truong | Hire Date: 10/17/2016 |
| Job Title: Flow Wrap IQF | Evaluation Period: 18 Month |
| Supervisor: Nick Rausch | Review Due Week of: 4/16/2018 Review Date: 4/16/2018 |

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- Nga completes her work thoroughly and 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- Nga is a productive employee and works efficiently in an 8 hr. period. She is able to work independently with little or no direction.

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- Nga demonstrates an understanding of work instructions, processes, and equipment.

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- Nga is cooperative and works/communicates well with others. She is polite and friendly to everyone.

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: 0

Specific Examples/Comments- Nga has outstanding attendance and has not missed a day of work since her time with the company.

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- Nga shows initiative while she is at work. She always stays busy and finds things to do when her line is not running.

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- Nga follows all company policies and work rules. She follows safety rules and wears required PPE.

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: NONE Click here to enter text.

2. Specific areas of needed improvement: NONE Click here to enter text.

3. Recommendations for additional training: NONE 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 Pavez Date: 5/10/18

Employee Signature: Nga Truong Date: _____

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

If Yes: Current Salary: \$ 11.15 Raise To: \$ 11.40

Effective Date: 4/22/2018