

PAYROLL CHANGE REPORT

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|------------------|-------------------------------|-----------------|-------------------|
| Today's Date: | <u>11/1/2018</u> | Effective Date: | <u>11/26/2018</u> |
| Hire Date: | <u>5/14/2018</u> | Hours Worked: | <u>6 Month</u> |
| Employee's Name: | <u>Omot Okello- 1st Shift</u> | | |
| Department: | <u>Grinding</u> | | |

| CHANGE (S) | | FROM | TO |
|------------|--------------------|---------|---------|
| X | Rate | \$13.75 | \$13.90 |
| | Shift Differential | | |
| | Total | \$13.75 | \$13.90 |

| REASON (S) FOR THE CHANGE (S) | | | | | | |
|---------------------------------------|----------------------------------|---|---------------------------------|-----------------------------------|---------------------------------|---------------------------------|
| Seniority Increase (Circle One) | <input type="checkbox"/> 3 Month | <input checked="" type="checkbox"/> 6 Month | <input type="checkbox"/> 1 Year | <input type="checkbox"/> 18 Month | <input type="checkbox"/> 2 Year | <input type="checkbox"/> Annual |
| Merit Increase | | | | | | |
| Other-Job Transfer/Promotion Increase | | | | | | |

| ADDITIONAL COMMENTS |
|-------------------------------|
| Two Unexcused Absences |

| | | | |
|---------------------|---|-------|-----------------|
| Authorized by: | <u><i>Nelly B. Beck</i></u> (Department/Manager) | Date: | <u>11-26-18</u> |
| Guideline verified: | <u><i>Nichol Wojcik</i></u> (Human Resources) | Date: | <u>11-21-18</u> |
| | <u><i>[Signature]</i></u> (GM Authorization) | Date: | <u>11-26-18</u> |

CMG
 11-27-18
 NW
 11-26-18



Hourly Performance Appraisal

| | |
|-----------------------------------|---|
| Employee Name: Omot Okello | Hire Date: 5/14/2018 |
| Department: Grinding | Evaluation Period: 6 Month |
| Supervisor: Nick Rausch | Review Due Week of: 11/12/2018 Review Date: 11/28/2018 |

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- Omot completes his work thoroughly and correctly and follows process and 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- Omot is a very productive and reliable employee. He works efficiently in the tower and it's a rare occasion if the patty machines run out of product. He can work independently with minimal direction from the lead/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- Omot is knowledgeable in the grinding area. He is familiar with the processes, equipment and materials required to perform his job. He does a good job making sure which ever recipes are running fall within the specified fat percentage ranges.

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- Omot is cooperative and willing. He works and communicates well with others. He adapts to changes in a positive manner.

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: 2

Specific Examples/Comments- Omot has excellent attendance and comes back from break on time.

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- Omot shows initiative while on the floor. When he is not in the tower he is always helping other people. He even helps out in other areas if he sees things that need to be done or an area is struggling.

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- Omot follows company policies and work procedures. He completes his headchecks within the specified times and never has to be reminded. He follows all 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: [Click here to enter text.](#)

2. Specific areas of needed improvement: None

3. Recommendations for additional training: None

Employee's Comments: _____

Discussed/reviewed with employee on: [Click here to enter a date.](#) _____ Follow up requested/desired: YES or NO

Manager/Supervisor Signature: *Nim Prasad* Date: 11/29/18

Employee Signature: *[Signature]* Date: 11/29/18

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

If Yes: Current Salary: \$ \$13.75 Raise To: \$ 14.90

Effective Date: 11-26-18