

PAYROLL CHANGE REPORT

Today's Date:	<u>4/1/2018</u>	Effective Date:	<u>7/30/2018</u>
Hire Date:	<u>1/29/2017</u>	Hours Worked:	<u>18 Months</u>
Employee's Name:	<u>Thanh Huynh- 1st Shift</u>		
Department:	<u>Grinding</u>		

CHANGE (\$)		FROM	TO
X	Rate	\$13.65	\$13.90
	Shift Differential		
	Total	\$13.65	\$13.90

REASON (S) FOR THE CHANGE (\$)						
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

Authorized by:	<u>Nail B. [Signature]</u> (Department Manager)	Date:	<u>7-9-18</u>
Guideline verified:	<u>Nichol Wojcik</u> (Human Resources)	Date:	<u>6-29-30</u>
	<u>[Signature]</u> (GM Authorization)	Date:	<u>7/9/18</u>

CMG
8-1
New
7-9-18



Hourly Performance Appraisal

Employee Name: Thanh Huynh	Hire Date: 1/29/2017
Department: Grinding	Evaluation Period: 18 Month
Supervisor: Nick Rausch	Review Due Week of: 7/23/2018 Review Date: 8/6/2018

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- Thanh completes his work thoroughly and accurately while following 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- Thanh is a productive and reliable employee. He works efficiently and has the ability to work independently with minimal 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- Thanh demonstrates an understanding of work instructions, processes, equipment and materials for 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- Thanh is very cooperative. He is willing to do anything we ask of him. He works and communicates well with others. He accepts additional jobs willingly.

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- Thanh has outstanding attendance and is willing to work overtime.

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- Thanh shows initiative while he is on the floor. He is always busy doing his job and helping other people in all areas on the floor when he has nothing to do.

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- Thanh follows company policies. 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: When we start getting into the slow season I would like Thanh to learn how to set up the blender/mixers.

Employee's Comments: _____

Discussed/reviewed with employee on: Click here to enter a date. _____ Follow up requested/desired: ☐ YES or ☐ NO

Manager/Supervisor Signature: Nice Rasmussen Date: 9-26-18

Employee Signature: [Signature] Date: _____

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

If Yes: Current Salary: \$ 13.65 Raise To: \$ 13.90

Effective Date: 7-30-18