

# PAYROLL CHANGE REPORT

Today's Date: <u>4/10/2018</u>	Effective Date: <u>4/30/2018</u>
Hire Date: <u>10/24/2017</u>	Hours Worked: <u>6 months</u>
Employee's Name: <u>Tyree Holmes</u>	
Department: <u>Patties</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.90	\$12.40
	Shift Differential	\$0.00	\$0.00
X	Total	<del>\$10.65</del> <u>11.90</u>	<del>\$11.90</del> <u>12.40</u> <i>new</i>

REASON (S) FOR THE CHANGE (S)							
X	Seniority Increase (Circle One)	90 Day	6 Month	1 Year	1 1/2 Year	2 Year	Annual
	Merit Increase						
	Other						

ADDITIONAL COMMENTS
Four unexcused absences (one more U/O prior to 4/30/18 will nullify this increase)

Authorized by: <u><i>Neil B. [Signature]</i></u> (Department Manager)	Date: <u>4-10-18</u>
Guideline verified: Nichol Wojcik (Human Resources)	Date: <u>4/10/18</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>4/10/18</u>

*CMG  
5-7-18*

*new  
4-16-18*



## Hourly Performance Appraisal

Employee Name: Tyree Holmes	Hire Date:10/24/2017
Job Title: Patty Operator	Evaluation Period: 6 Month
Supervisor: Nick Rausch	Review Due Week of: 4/23/2018 Review Date: 5/10/2018

**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-**Tyree completes his work accurately and thoroughly and follows processes 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-** Tyree works efficiently in an 8 hour period. He is able to work with little direction to complete tasks/job assignments.

**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-** Tyree demonstrates a good understanding of work instructions, processes, equipment and materials required to perform 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-** Tyree is cooperative and communicates well with others. He 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:**                      4

**Specific Examples/Comments-** Tyree has acceptable attendance and is on time for work and is willing to work overtime as needed.

**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- Tyree follows company policies and work procedures. He follows all safety rules and regulations 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: Tyree has learned to set up and operate the F-19 machines and can perform changeovers.

2. Specific areas of needed improvement: [Click here to enter text.](#)

3. Recommendations for additional training: Keep learning from Rose and Sam how to troubleshoot when the machine is not running correctly.

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

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

Manager/Supervisor Signature: Nick Russell Date: 5/15/18

Employee Signature: [Signature] Date: 5/15/18

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

If Yes: Current Salary: \$ 11.90    Raise To: \$ 12.40

Effective Date: 4/29/2018