

PAYROLL CHANGE REPORT

Today's Date: <u>12/1/2017</u>	Effective Date: <u>12/25/2017</u>
Hire Date: <u>6/20/2017</u>	Hours Worked: <u>6 Month</u>
Employee's Name: <u>Wayne Hall</u>	
Department: <u>Grinding</u>	

CHANGE (S)		FROM	TO
X	Rate	\$12.90	\$13.40
	Shift Differential		—
	Total	\$12.90	\$13.40

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><i>Neil Buech</i></u> (Department Manager)	Date: <u>12-1-17</u>
Guideline verified: <u><i>Michael Lynch</i></u> (Human Resources)	Date: <u>11-29-17</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>12/4/17</u>

*CMG
12-27-17*

*New
12-4-17*



Hourly Performance Appraisal

Employee Name: Wayne Hall	Hire Date: 6/20/2017
Job Title: Grinder	Evaluation Period: 6 Month
Supervisor: Nick Rausch	Review Due Week of: 12/25/2017 Review Date: 1/3/2018

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- Wayne does a great job completing his work and following 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- Wayne works efficiently and is able to work 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- Wayne demonstrates an understanding of the processes, equipment and materials required to perform the job. If he is not sure about something he always asks the lead or supervisor.

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- Wayne is very cooperative and gets along with all the employees. He is polite and respectful to everyone. He responds to change in a positive matter. He accepts job assignments and additional duties willingly. He takes responsibility for his own performance and wants to do a great job.

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 Absences

Specific Examples/Comments- Still needs to make a better effort to be here on time. Still not clocking in early enough to be ready and on the floor at 6:00 am

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- Wayne shows initiative while he out on the floor. He stays busy and finds things to do during downtime.

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- Wayne follows all company policies and safety rules. He wears required PPE and always uses his lock when working on equipment.

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: Completing paperwork accurately and scanning items to grind sheets.

2. Specific areas of needed improvement: Working on getting here early enough to be ready to hit the floor by 6 a.m.

3. Recommendations for additional training: Work with lead or supervisor to learn how to set up other equipment.

Employee's Comments: MEDICAL QUESTIONS FOR LOREI

Discussed/reviewed with employee on: Click here to enter a date. 1/5/18 Follow up requested/desired: YES or NO

Manager/Supervisor Signature: Nina Pansell Date: 1/5/18

Employee Signature: Wayne Date: 1/5/18

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

If Yes: Current Salary: \$12.90 Raise To: \$13.40

Effective Date: 12/25/2017