

Employee Name

Date:

Employee Performance Evaluation Form

Department/Division **2130**

Page 3 of 3

Date of Hire/Promotion

Revised 3/10/97

Date of Last Evaluation

PART V - Wage Adjustment Calculation

A. Base Wage Adjustment.

1. Enter the employee's base evaluation score from Part III (see page 1).

2. If the employee's base evaluation score is at least EIGHT (8), enter the amount of the base wage adjustment. If the employee's base evaluation score is less than EIGHT (8), enter zero, and STOP. Enter this result in box C3.

B. Merit Wage Adjustment.

1. Enter the number of marks in the "Exceeds job requirements" column in Part I (see page 1).

2. Enter the number of marks in the "Does not meet job requirements" column in Part I (see page 1) or in the "Unsatisfactory" column in Part II (see page 1).

3. Subtract the number in box B2 from the number in box B1. The result may be less than zero.

4. Enter the amount of merit wage adjustment percentage.

5. Multiply the number in box B3 by the number in box B4. Enter the result here. The result may be less than zero.

C. Total Wage Adjustment.

1. Enter the number from box A2.

2. Enter the number from box B5.

3. Enter the sum of the numbers in boxes C1 and C2. This is the employee's total wage adjustment.

Employee Review: I have taken part in this evaluation of my job performance and have discussed the results with my evaluator. My signature is acknowledgement of the evaluation and does not necessarily indicate my agreement with the results. Further, I understand that I may indicate my reservations or disagreement with the results of this evaluation on this form, and that I may request further review of this evaluation pursuant to the policies of the Town of Windham.

Employee Signature

Date

EVALUATOR: I have conducted my evaluation of the job performance of this employee and have indicated my comments and recommendations on this report, including any additional sheets.

Evaluator Signature

Date