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| Case Western Reserve UniversityPerformance Management Salary Review Addendum(Managers and Supervisors, Professional Staff and Secretarial/Clerical, Research Assistant I, Technicians, Maintenance and Service Staff) | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION IV | | SALARY REVIEW | | | | | | | | | | | | | | | | | | |  | | |
| This Addendum is to be used with a completed Performance Management Outline for the evaluation period indicated below and should be forwarded to the Records section of the Human Resources Department for processing. **Both this form and the completed Performance Management Outline must be received before entry of payroll changes can be completed.** | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Name | |  | | | | | | Job Title | |  | | | | | | | Department | | |  | | | |
| Development and Evaluation Period: From | | | | | | |  | | | | | | | | | | To |  | | | | | |
| Performance is consistently and significantly above standards in virtually all areas; far exceeds normal expectations. | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | |
| Performance is well above standards in many important aspects; usually exceeds normal expectations. | | | | | | | | | | | | | | | | | | | | | | |
|  | Performance meets standards in all-important aspects; good contributor. | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | |
| Performance is slightly below standards in some important aspects, but meets standards in others; performance generally | | | | | | | | | | | | | | | | | | | | | | |
|  | acceptable but improvement needed to fully achieve functional performance level. | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | |
| Performance is below standards in a number of critical aspects; substantial improvement needed. | | | | | | | | | | | | | | | | | | | | | | |
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| Current Salary: | | |  | | | Salary Grade: | | | | | |  | | | | Quartile: | | | | | |  | |
| Salary Change Recommended: | | | | $ | | | | | Percentage: | | | | % | | | | Effective Date: | | | |  | | |
| New Salary: | | | | $ | | | | | Employee Signature: | | | | |  | | | | | | | | | |
| Evaluator Signature: | | | |  | | | | | | | | Approval Signature: | | |  | | | | | | | | |
| Management Center Signature: | | | | |  | | | | | | Human Resources Dept. Review: | | | | | | | |  | | | | |

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