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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. |
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|  [ ]  Performance is well above standards in many important aspects; usually exceeds normal expectations. |
|  |  [ ] Performance meets standards in all-important aspects; good contributor. |
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|  |  |
|  [ ] 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. |
|  |  |
| 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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