



Performance Management Salary Review Addendum

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/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.

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: _____