

**Attachment 1
WORK PLAN GOALS AND OBJECTIVES
FOR MERIT INCREASE RATING**

Employee #:	Employee Name:		
Job Title:	Dept.:		
Appraisal Period:	to	Date of Rating:	

Work Plan Goals and Objectives for current Appraisal Period:

Work Plan Goals and Objectives Rating Scale

- 4 All goals were completed within or before assigned time frames with no time management issues. Projects were exceptionally researched, planned, and implemented; Goals and Objectives were consistently monitored by the employee and status reports provided in a timely manner.

- 3 Goals were completed within assigned time frames with no significant time management issues. A few time management issues were noted; projects were researched, planned and implemented with only a few significant exceptions; goals were well-monitored and project status reports provided with only a few significant exceptions.

- 2 Goals frequently completed within assigned time frames with several significant time management issues; projects were frequently well researched, planned and implemented, but with several significant exceptions. Goals and Objectives were frequently monitored and project status reported but with significant exceptions.

- 1 Goals only occasionally completed within the assigned time frames; projects were only occasionally well-researched, planned and implemented; goals and objectives were only occasionally monitored and little or no project status reports were reported.

Ratings of 1 or 4 require written documentation to be submitted with the rating to Human Resources.

Work Plan Goals and Objectives Rating

 1 1.5 2 2.5 3 3.5 4

Employee Signature / Date

Immediate Supervisor Signature / Date

Department Director Signature / Date

Employee Comments:	Supervisor Comments:
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Attachment 2
MERIT INCREASE RATING FORM

Employee #:	Employee Name:
Job Title:	Dept.:
Appraisal Period: to	Date of Rating:

SOURCE OF RATING

SOURCE*	% WEIGHT PER SOURCE
Performance Feedback Summary Rating	
Work Plan Goals and Objectives Rating	

*At end of the appraisal period, ensure source and % weight are consistent with the notification provided to employee previously in the appraisal period.

MERIT INCREASE RATING*

Column 1	Column 2	Column 3	Column 4
SOURCE	% WEIGHT	OVERALL RATING PER SOURCE (1-4)	WEIGHTED RATING (column 2 X's column 3)
Performance Feedback Summary Rating			
Work Plan Goals and Objectives Rating			
MERIT INCREASE RATING (Sum of Column 4)			**

*Attach completed rating forms for each source utilized.

**Merit Increase Rating below 2.6 is not eligible for a merit increase. Written documentation is required for merit increase ratings of 1 or 4.

Employee Signature / Date

Immediate Supervisor Signature / Date

Department Director Signature / Date

Employee Comments:	Supervisor Comments:
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Attachment 3
MEMORANDUM

TO: (Name of Employee)

FROM:

SUBJECT: Merit Increase Rating Source Notification

DATE:

As you are aware, annual pay increases for employees in non-union eligible, non-uniform positions and non-union eligible uniform positions, if pay increases are approved in the budget, will be based on merit. Higher performing employees may receive a higher percent increase based on their evaluated performance on the job. The merit increase rating may be based on the Performance Feedback Form Summary rating or the Workplan Goals and Objectives rating, or a combination of both. Workplan Goals and Objectives (for applicable positions) will be evaluated based on the rating scale included in the merit pay policy.

Your merit increase rating for the _____ to _____ appraisal period will be based on the following:

SOURCE	% WEIGHT PER SOURCE
Performance Feedback Summary Rating	
Workplan Goals and Objectives Ratings	

Thank you for your valuable service to the citizens of Little Rock.

Attachment 4
**WORK PLAN GOALS AND OBJECTIVES
 FOR
 NEXT APPRAISAL PERIOD**

Employee #:	Employee Name:	
Job Title:		Dept.:
Appraisal Period:		to

GOALS AND OBJECTIVES FOR UPCOMING YEAR:

Work Plan Goals and Objectives Rating Scale

- 4 All goals were completed within or before assigned time frames with no time management issues. Projects were exceptionally researched, planned, and implemented; Goals and Objectives were consistently monitored by the employee and status reports provided in a timely manner.

- 3 Goals were completed within assigned time frames with no significant time management issues. A few time management issues were noted; projects were researched, planned and implemented with only a few significant exceptions; goals were well-monitored and project status reports provided with only a few significant exceptions.

- 2 Goals frequently completed within assigned time frames with several significant time management issues; projects were frequently well researched, planned and implemented, but with several significant exceptions. Goals and Objectives were frequently monitored and project status reported but with significant exceptions.

- 1 Goals only occasionally completed within the assigned time frames; projects were only occasionally well-researched, planned and implemented; goals and objectives were only occasionally monitored and little or no project status reports were reported.

Employee Signature / Date

Supervisor Signature / Date