

EXHIBIT "A"
2010 Merit Raises
Scoring of Performance Evaluations
To comply with Ordinance 2009-26

Each category is scored according to the scoring scale at the bottom. The following factors are considered in the 2009 performance review. After all categories are scored then the overall score is compiled. That is the score that should be used to determine the degree of merit raise that each employee should receive.

General Factors included in the review:

- Quality of an employees work
- Productivity, volume of work efficiently produced
- Job Knowledge, practical and technical as required by job
- Reliability, regarding task completion and follow-up
- Attendance, punctuality, break and meal times observed and overall attendance
- Independence, performs work with little or no supervision
- Creativity, proposes ideas, finds new and better ways to complete tasks
- Initiative, seeks out new assignments and assumes additional duties when necessary
- Adherence to policy, follows village polices
- Interpersonal relationships, is willing and demonstrates the ability to work and communicate with fellow workers, supervisors, subordinates and general public
- Judgment, the extent to which an employee demonstrates decision-making skills when necessary

Rating scale:

❖ Outstanding	90-100
❖ Very Good	80-89
❖ Good	70-79
❖ Improvement Needed	60-69
❖ Unsatisfactory	Below 60

Scoring for merit raises:

- ✓ **85-100** **3% Merit Increase**
- ✓ **75-84** **2% Merit Increase**
- ✓ **70-74** **1% Merit Increase**
- ✓ **69 and below** **ZERO**

Name: _____ Date: _____ Merit: _____

Department Head: _____