



Grand County's Pay for Performance Committee Request Form

Employee's name:		Department:	
Requesting supervisor's name:		Review year:	
Eligibility Date:		Hire date:	
Date:			

Requesting the following with the Pay for Performance Committee at their next quarterly meeting:

- Exemplary Increase** – (Has completed and met goals outlined in Individual Development Plan for last two years prior to request; must have a “Consistently Exceeds” rating in 50% of all categories on the Performance Review; does not have any unresolved disciplinary or corrective action plans on file; has been three years since hire date, or two years since last Exemplary.)
- Milestone Increase** – Has received at least a “Fully Achieved” in all categories of the Performance Reviews for the last two years; does not have any unresolved disciplinary or corrective action plans on file; has been two years since hire date, or two years since last Milestone Increase.)
- Not eligible at this time** – will not be presented to the committee.

Rating for each topic:

Employee:	Supervisor:
Customer Service	Manages Employees
Communication & Interpersonal Skills	Evaluates Employees
Teamwork	Fiscal Responsibility
Attendance & Punctuality	Goals & Plans
Work Performance	Teamwork with other departments
Development	Policies & Procedures
Flexibility	Supervisor Development
Fiscal Responsibility	Communication
Decision Making	Balance
	Dependability
	Teamwork - assignments
	Succession Planning

Consistently Exceeds (5), Meets & Occasionally Exceeds (4), Fully Achieves (3), Sometimes Achieves (2), Rarely Achieves (1)

To be completed during Pay for Performance meeting:

- Approved by the Pay for Performance Committee on _____
 - Denied by the Pay for Performance Committee on _____
- This change is to be effective on _____

This form must be submitted to Human Resources within 30 days of employee's anniversary date to be considered for review by the committee. Supervisors will be notified in advance of the next applicable Pay for Performance Committee meeting. Please bring any additional documentation to the Review Committee meeting as backup to this request.