

AGRI-SERVICES EVALUATION/PAY REPORT

PAY PERIOD: _____ TO: _____ INDUSTRY: _____

NAME: _____ EVALUATION LEVEL: _____

DOC #: _____ TASK: _____

Poor **Fair** **Good** **Excellent** **Outstanding**

COMMENTS:

Signature of Supervisor

Signature of Reviewer

SKILL LEVEL _____

DAYS WORKED _____

PAY PER HOURS \$ _____ X

HOURS WORKED _____

TOTAL MONTHS PAY \$ _____

DRAW \$ _____

BONUS AWARD \$ _____

REASON _____

Institutional Farm Manager/Correctional Industries Manager Approval for Bonus:

OUTSTANDING This rating is for those workers who are exceptional in their work.

EXCELLENT This rating is for those workers who display initiative, who are reliable and their work is satisfactory in quality and quantity.

GOOD This rating is for those workers who perform in a satisfactory manner and complete tasks as required; doing what is expected, with only occasional performance above or below expectations.

FAIR This rating is for those workers who may perform satisfactorily for some periods of time, but whose performance is marked by obviously deficient and weak areas and could be improved.

POOR This rating is for those workers who perform unsatisfactorily and fall below expected and acceptable standards.

White - Unit (Field File)
Yellow- Supervisor File
Pink - Offender

AGRI-SERVICES**PAY REPORT**

	SKILL LEVEL 1 (Flat Rate Per Month)	SKILL LEVEL 2 (Rate Per Hour)	SKILL LEVEL 3 (Rate Per Hour)	SKILL LEVEL 4 (Rate Per Hour)
CLASSIFICATION LEVEL 1	0	0	0	0
CLASSIFICATION LEVEL 2	10.00	.13	.16	.20
CLASSIFICATION LEVEL 3	15.00	.20	.22	.25
CLASSIFICATION LEVEL 4	20.00	.30	.35	.40

SKILL LEVELS:

1. Trainee/non-skilled-requires close supervision.
2. Semi-skilled/trainee-requires general supervision.
3. Skilled-required to use a high degree of judgment/applied techniques. Limited or no supervision is required.
4. Fully trained/highly skilled-generally no supervision is required.