

## Awarding Merit Leave

### Merit Leave Criteria:

- Achieving/exceeding outcomes
- Achieving/exceeding financial goals
- Achieving/exceeding unit goals in a team context
- Demonstrating leadership in the workplace
- Achievements in area of innovation
- Achievements in area of customer service
- Achievements in area of interdepartmental cooperation

### Performance Rating Scale:

#### Level 3:

Performance is consistently beyond expectations on every targeted objective outcome and competency. Outstanding contribution to the Unit beyond the general scope of the job.

#### Level 2:

Performance meets and regularly and substantively exceeds targeted objective outcomes and competencies of the job.

#### Level 1:

Performance consistently achieves the targeted objective outcomes and competencies for all areas of the job. Demonstrates successful performance on targeted objectives.

#### Level 0:

Performance is not fully meeting targeted objective outcomes and competencies. Inadequate performance demonstrates one or more performance deficiencies critical to job performance.

<b>Performance Rating Scale</b>	<b>Merit Days/Award</b>	<b>Employee Award</b>
Level 3	5-6	
Level 2	3-4	
Level 1	1-2	
Level 0	0	

This report is based on my best judgment of \_\_\_\_\_ job performance.  
Employee Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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