

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.

| Performance Rating Scale | Merit Days/Award | Employee Award |
|---------------------------------|-------------------------|-----------------------|
| 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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