

## AGRI-SERVICES EVALUATION/PAY REPORT

PAY PERIOD: \_\_\_\_\_ TO: \_\_\_\_\_ INDUSTRY: \_\_\_\_\_

NAME: \_\_\_\_\_ EVALUATION LEVEL: \_\_\_\_\_

DOC #: \_\_\_\_\_ TASK: \_\_\_\_\_

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

COMMENTS:

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\_\_\_\_\_  
**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:

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**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 - Inmate

**AGRI-SERVICES****PAY REPORT**

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

**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.