

Manley Baptist Church Recommendation By Supervisor

Your Name _____ Employee _____

This section should be completed after discussing the review with the employee.

1. Has this review been discussed with the employee? { } Yes { } No

If not, why? _____

2. What recommendation do you as this employee's supervisor make after this review?

{ } a cost of living and merit salary raise of ____% or an additional \$_____ per { }hour, { }week, { }year.

{ } an increase based only on the change in cost of living(2.5%).

{ } salary remain the same.

{ } a period of probation for ___ months with a review at the end of that period

{ } other _____

Supervisor's Signature _____ Date _____

Decision By The Personnel Committee

New Salary/Rate Based On Review\$ _____ per _____

Current Salary/Rate\$ _____

Difference +/-\$ _____

Date increase is to take effect: _____

Increase was based on (check all that apply).

{ } Cost Of Living:.....2.5 %

{ } Merit %

{ } Merit Dollar Amount..... \$ _____

{ } Other _____

Signature Of Personnel
Committee Chairperson _____ Date _____