



## WMS GROWTH AND DEVELOPMENT ADJUSTMENT WORKSHEET

Employee Name (Last, First, MI)	Personnel No.	Position Working Title	Position No.
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Evaluation period: from \_\_\_\_\_ to \_\_\_\_\_

### Assessment of Overall Performance

During this performance period the supervisor takes into consideration the overall performance of the employee, which includes Key Results Expected and Key Competencies Expected. The supervisor assesses the employee's achievement and application of the Department's Core Competencies. Document this information in Part 5 of the Performance Development Plan.

### Growth and Development Adjustment Recommendation and New Salary Determination

<p>A. Enter Range of Consideration monthly salary figures (Refer to Department's WMS Salary Administration Plan): to</p> <p>B. Employee's Current Salary: _____ (Monthly)</p> <p>C. Employee is (check a box):</p> <p><input type="checkbox"/> Eligible for Growth and Development Adjustment because the employee has not reached the maximum of the Range of Consideration. (See E and F)</p> <p><input type="checkbox"/> Not eligible for Growth and Development Adjustment as the employee is at or above the top of the Range of Consideration.</p> <p><input type="checkbox"/> Not eligible for Growth and Development Adjustment because the employee has already received agency initiated increases of 25% in this position.</p> <p><input type="checkbox"/> Not eligible for Growth and Development Adjustment as the employee has received 15% in 12 month period in current position.</p>	<p>D. Based on eligibility and the employee's overall performance assessment (documented in the current Performance Development Plan), I recommend a _____ (0 to 3%) Growth and Development Adjustment.</p> <p>E. Effective Date of Growth and Development Adjustment, if other than 11/1/2019:</p> <p>F. <b>CALCULATION OF NEW SALARY:</b> Current Monthly Salary (plus) 1, or 3%, or other combination, but not more than 3% e.g. 1½% or 0.5%</p> <p><u>Example:</u> \$3245 x 1.02 (2%) = \$3310 rounded to the nearest dollar amount.</p> <p>The new salary may not exceed the Range of Consideration or Band maximum amount.</p> <p>New Salary:</p>
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### Signatures and Approval

Forward this form along with the completed PDP through the supervisory chain.

Supervisor Signature	Date
Second Line Supervisor/Reviewer Signature	Date

### Appointing Authority Action

Approved       Disapproved

Appointing Authority Signature	Date
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**The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.**