

## Appendix C – Recommended Actions

Reason For Evaluation Report	Type of Performance Evaluation	Possible Recommended Action
Annual	Annual	<ul style="list-style-type: none"> <li>Grant Pay Increase, if due</li> <li>Exempt Pay Increase</li> <li>2-Step Increase for PX/XE/KK</li> <li>Withhold Pay Increase, if due</li> <li>Withdrawal of salary step</li> </ul>
Interim (Mid-Probation)	Off-Cycle	<ul style="list-style-type: none"> <li>Continued employment</li> <li>Recommend early permanent status (check appropriate contract and department policy for this)</li> </ul>
Resignation/separation	Off-Cycle	<ul style="list-style-type: none"> <li>Recommended for rehire</li> <li>Not recommended for rehire</li> </ul>
Completion of probation	Off-Cycle	<ul style="list-style-type: none"> <li>Permanent status</li> <li>Permanent status and merit increase</li> </ul>
Extension of probation	Off-Cycle	<ul style="list-style-type: none"> <li>Extension of probation through ... (date) (check appropriate contract for possible lengths)</li> </ul>
Non-retention of an initial hire probationary employee	Off-Cycle	<ul style="list-style-type: none"> <li>Non retention in probationary position</li> <li>Not recommended for rehire</li> </ul>
Change of supervisor	Off-Cycle	<ul style="list-style-type: none"> <li>Continued employment</li> </ul>
Transfer	Off-Cycle	<ul style="list-style-type: none"> <li>Recommended for rehire</li> <li>Not recommended for rehire</li> </ul>
Promotion	Off-Cycle	<ul style="list-style-type: none"> <li>Recommended for rehire.</li> <li>Not recommended for rehire</li> </ul>
Voluntary demotion	Off-Cycle	<ul style="list-style-type: none"> <li>Recommended for rehire</li> <li>Not recommended for rehire</li> </ul>
Involuntary demotion	Off-Cycle	<ul style="list-style-type: none"> <li>Not recommended for rehire</li> </ul>
Dismissal	Off-Cycle	<ul style="list-style-type: none"> <li>Dismissal</li> <li>Not recommended for rehire</li> </ul>
Employee Requested	Off-Cycle	<ul style="list-style-type: none"> <li>Continued employment</li> </ul>
Change of Performance	Off-Cycle	<ul style="list-style-type: none"> <li>Continued employment</li> <li>Grant Pay Increase, if Due</li> <li>Withhold Pay Increase, if Due</li> <li>Withdrawal of a salary step (check appropriate contract)</li> </ul>
Seasonal	Off-Cycle	<ul style="list-style-type: none"> <li>Grant Pay Increase, if Due</li> </ul>