



STATE OF IOWA MILITARY LEAVE PERFORMANCE/INCREASE FORM

Name: _____

Department: _____

Class Title: _____

Division/Bureau: _____

Position Number: _____

Work Unit: _____

Period Covered: _____ to _____

Work Location: _____

Meets Expectations: Time Spent on military leave shall be considered to meet job expectations.

Exceeds Expectations: Prior to military leave, the employee consistently performs well beyond expectations (strategies/goals, action steps, performance criteria, and timetables) and does outstanding work.

DEFAULT Meets Expectations Exceeds Expectations

Recommended Actions: Salary Increase:

Yes - See guidelines below.

No – Appointing authority is not giving increases in this FY.

- UE/IUP Total = 3.5% Meets Expectations
- UE/IUP Total = 4.5% Exceeds Expectations
- SPOC Total = 4.5% Meets or Exceeds – need to have a current evaluation on file to get an extra 1%
- AFSCME Total = _____% per Appointing Authority Guidelines – Maximum allowed per IGOV is 3%
- Non-Contract Total = _____% per Appointing Authority Guidelines – Maximum allowed per IGOV is 3%

Supervisor Signature: _____

Date: _____

Next Higher Level Management Signature: _____

Date: _____