



# 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.

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%
UE/IUP	Total = _____% per Appointing Authority Guidelines – Maximum allowed per IGOV is 3%

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Next Higher Level Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_