

Sam Houston State University
Staff Evaluation Summary (SES) Report

Department: DEAN OF STUDENTS

Division: STUDENT SERVICES

Instructions:

1. Policy Review: Human Resources Policy ER-6, Staff Evaluation System, should be reviewed before beginning the Annual Merit Review. The policy is available on the SHSU Intranet and from the Human Resources Department, extension 41069.
2. Staff Evaluation Summary (SES): This report is to be completed by the supervisor and will serve as an official record of the Annual Merit Reviews. The (SES) report lists employees by payroll account. If you are responsible for more than one payroll account or department there may be more than one (SES) report. Please add any employee(s) left off the report and line through any employee(s) no longer working in your department. The Annual Merit Review (AMR) form used to evaluate each employee will be maintained in the department for support documentation to use in future reviews, and to satisfy audit requirements. The completed (SES) report must be returned through the chain of command to the divisional vice-president.
3. Merit increase recommendations: During the Spring Semester each staff employee will receive an Annual Merit Review provided the staff employee is employed on or before March 1st. Merit Increase recommendations must not be rotated with different employees each year. Only employees with an overall performance rating that exceeds the level of "meets job requirements" should be considered for a merit increase above any base merit. Circle (B)ase to recommend the employee for a base merit increase. The base merit increase will be a percentage increase of salary with no flat dollar amount and will normally not utilize more than 50% of the total of allocated merit funds. In addition, if you feel the employee is deserving of a recommendation for a merit pay increase indicate a whole dollar amount in the blank labeled "merit increase amount" that is evenly divisible by 24 and does not exceed the employees maximum pay rate. An increase of not less than 2% or greater than 10% of current salary is suggested. The variable percentage recommendations for all the department employees must be based solely on the AMR form ratings. The amount of each merit increment and the total number of merit pay increases awarded may be limited by the total amount of funds allocated for staff merit increases.
4. Increase to maximum: The maximum pay rate indicated includes any seniority merit pay available for the named employee. Any recommended merit increase that would raise the employee's pay rate above the maximum will be held to the maximum indicated.
5. The Staff Evaluation Summary recommendation will be entered on-line by the appropriate Director/Dean/Associate Vice President for the review and final approval of the Vice Presidents and the President.

Date Run: 05/16/2007

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Merit Recommendations

Name	SAMID	Account	Item	FTE	Pay Grd	SHSU Mos 8/31/07	Current Annual Pay Rate	Max Pay Rate	+/- Max	Base	Merit Increase Amount
PRUITT, DAUGHN LA F	0125620	42010H032	005	1.00	NA	108	72384	NA	NA	B	
YARABECK, JOHN MICH	0291354	42010H032	004	1.00	NA	49	82596	NA	NA	B	

Additions:

Summary: 2.00 154980

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Certification and Recommendation:

"I certify that the information submitted has been reviewed for accuracy and compliance with University policy.
All eligible employees under my authority have received annual performance reviews."

Supervisor Name: Title: Signature: Date:

APPROVALS:
Approve All Recommendations: YES NO (initial any changes)

Dean/Dir./Dept. Head Name: Title: Signature: Date:

Approve All Recommendations: YES NO (initial any changes)

Division Vice President: Signature: Date:

President: Signature: Date:
