

**Employee Performance Review**

Employee:

DAVE Kender

Position:

SEXTON

Date Hired:

Review Period:

2016

List of employee's strengths:

- Hard working
- Committed
- CARES
- High degree of integrity

Provide specific examples of employee's major achievements during the review period:

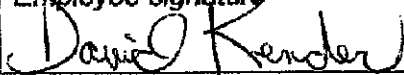
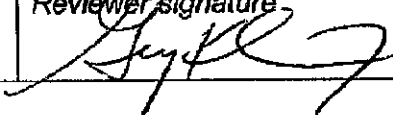
- Involved in assessing Kitchen area and Expenses.
- Improved communications with Preschool.
- Reduced supplies to save on budget (these were old supplies)

Are there any areas where performance can be improved? If so, what can the Church do to assist?

- AT THIS TIME Everything is going well.

What are the employee's goals for the coming year? What can the Church do to support the achievement of these goals?

• nothing specific @ this time.

Employee signature 	Date 12/5/16	Reviewer signature 	Date 12/5/16
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## Yearly Employment Summary

Employee: David Kender

Position: Sexton

Summary Date: 12/13/16

Date Hired: 9/8/14

Years of service: 2.25

As of: 12/31/16

**Work hours:** 20 hours/week

Effective dates: \_\_ 1/1/16 \_\_ to \_\_ 12/31/16 \_\_

**Salary:** \$16.39/hour (2016)

Note: 2017 rate is proposed at \$16.88/hour (increase of 3%) subject to approval by special charge conference.

Effective dates: \_\_ 1/1/16 \_\_ to \_\_ 12/31/16 \_\_

### **Vacation Days:**

Baseline vacation days

\_\_ N/A \_\_

Additional days based on years of service

\_\_ N/A \_\_

Other days per contract

\_\_ N/A \_\_

Total vacation days

\_\_ N/A \_\_

**\*\*Employees that work less than 24 hours/week are not eligible for paid vacation.**

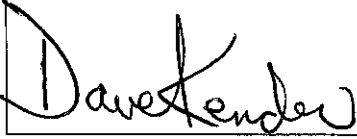
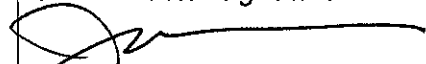

Effective dates: \_\_ 1/1/16 \_\_ to \_\_ 12/31/16 \_\_

### **Sick Days:**

Total sick days 1 hour for every 30 hours worked; max of 40 hours

Effective dates: \_\_ 1/1/16 \_\_ to \_\_ 12/31/16 \_\_

**Other Benefits/Allowances:**

Employee signature	Date	Senior Pastor signature	Date
	1-8-2017		2-6-17
		SPRC Chair signature	Date
			2/6/17