

## Appendix C – Recommended Actions

Reason For Evaluation Report		Task Type	Possible Recommended Action
Annual		Annual	<ul style="list-style-type: none"> <li>Grant Pay Increase, if due</li> </ul>
		Off Cycle	<ul style="list-style-type: none"> <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>
Annual (Seasonal / Non Permanent)	Annual Seasonal	Off Cycle	<ul style="list-style-type: none"> <li>Grant Pay Increase, if due</li> <li>Withhold Pay Increase if due</li> </ul>
	Annual Non Permanent	Off Cycle	<ul style="list-style-type: none"> <li>Continued Employment</li> </ul>
Mid-Probation		Off-Cycle	<ul style="list-style-type: none"> <li>Continued Employment</li> </ul>
Early Permanent Status		Off-Cycle	<ul style="list-style-type: none"> <li>Permanent Status and Pay Increase, if due</li> </ul>
Extension of Probation (LOA Required)		Off-Cycle	<ul style="list-style-type: none"> <li>Continued Employment</li> </ul>
End of Probation		Off-Cycle	<ul style="list-style-type: none"> <li>Permanent Status and Pay Increase, if due</li> </ul>
Separation from State Service	Resignation/separation	Off-Cycle	<ul style="list-style-type: none"> <li>Recommended for Rehire</li> <li>Not Recommended for Rehire</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>
	Dismissal	Off-Cycle	<ul style="list-style-type: none"> <li>Not Recommended for Rehire</li> </ul>
Change of supervisor		Off-Cycle	<ul style="list-style-type: none"> <li>Continued Employment</li> </ul>
Change of Position	Transfer	Off-Cycle	<ul style="list-style-type: none"> <li>Recommended for Rehire</li> <li>Not Recommended for Rehire</li> </ul>
	Promotion		
	Voluntary demotion		
	Involuntary demotion	Off-Cycle	<ul style="list-style-type: none"> <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 Between Annuals		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>