

2016 Performance Management System: Yearly Increment Proposal

This document outlines the 2016 performance management and yearly increment proposal for management-level employees at Kazi Farms Group (KFG) and KFIL, but not for employees at Sysnova.

Final Rating and Evaluation

An employee's final performance rating is a combination of two factors:

Functional Competency: This accounts for 75% of the final score and is based on Key Result Areas (KRA), Key Performance Indicators (KPI), or the Annual Confidential Report (ACR).

Behavioral Competency: This makes up the remaining 25% of the score.

The total and final score is recorded in the Individual Performance Rating report.

No	Competency	Percent %	Total
1	Functional Competency	75%	
2	Behavioral Competency	25%	100%

Option A: Score Distribution and Increment

This section details a performance rating system for management employees at KFG and KFIL (excluding Sysnova). It sets a proposed increment percentage based on a tiered scoring system.

Achievement Level Proposed Increment %	Rating Score	Score Range	Rating Description	KFG Proposed Increment %	KML Proposed Increment %	KFIL
60% & Below	1	1 - 1.99	Requires Significant Improvement	21%	10%	11%
61% to 75%	2	2 - 2.99	Partially Met Expectations	23%	11%	13%
76% to 90%	3	3 - 3.99	Met Expectations	25%	12%	15%
91% to 100%	4	4 - 4.79	Exceeds Expectations	27%	13%	17%
101% and above	5	4.80 - 5	Far Exceeds Expectations	29%	14%	19%

For Kazi Media employees who receive a promotion, an additional 10% increment is proposed.

Option B: Minimum Salary Fixation

This option proposes a minimum salary for all KFG management employees, with the exception of those at KFIL, Kazi Media, Sysnova, and Day Care.

Job Group	Designation	Present Average Salary	Proposed Minimum Salary
4	Assistant Officer	Tk. 14,582/-	Tk. 15,000/-

5	Officer	Tk. 16,979/-	Tk. 18,000/-
5	Senior Officer	Tk. 19,820/-	Tk. 22,000/-
6	Executive	Tk. 25,240/-	Tk. 26,500/-
6	Senior Executive	Tk. 28,061/-	Tk. 32,000/-
7	Assistant Manager	Tk. 38,352/-	Tk. 38,500/-
7	Deputy Manager	Tk. 48,884/-	Tk. 46,000/-
8	Manager	Tk. 58,789/-	Tk. 55,500/-
8	Senior Manager	Tk. 72,804/-	Tk. 67,000/-
9	Assistant General Manager	Tk. 95,451/-	Tk. 80,500/-

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The proposed minimum salary for an Assistant Officer is Tk. 15,000/- for all appraisal-eligible employees, with an overall minimum of Tk. 16,000/-.

The effective date for these changes is July 1, 2016. For KFG employees only (excluding KFIL, KML, Sysnova, and Day Care), the company will apply either Option A or Option B, whichever provides a higher salary. The maximum increase for minimum salary fixation for KFG employees is 35%.