

From: Hamm, Patty
Sent: Mon, 17 Dec 2007 22:10:09 GMT
To: Petters, Tom
Subject: RE: Performance Mgt, bonus and merit update

Shame on you...you are suppose to stop doing this !! :) You even did it without us getting you schmoozed up with champagne this year! :)

Well, since you have already been naughty (and nice!)I would say we take the time to have them write good assessments and manage the process through January with late February payment.....or we don't do bonus assessments anymore and tell them you will reward through holiday bonus ONLY!! I would be happy to get sentiment on this from the team..... You are too kind Mr. Petters!!

Patty

-----Original Message-----
From: Petters, Tom
Sent: Monday, December 17, 2007 4:06 PM
To: Hamm, Patty
Subject: Re: Performance Mgt, bonus and merit update

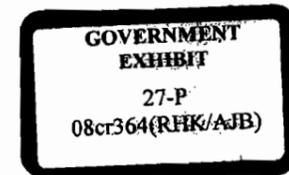
What do you think? Also Deanne is holding an envelope for you. Can't be cashed until Dec 29. Thanks
Tom.Petters@pettersgroup.com

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Deanne.Anderson@Pettersgroup.com
952 936 5090

Florida office
Anastasia Dorsey
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----- Original Message -----
From: Hamm, Patty
To: Petters, Tom
Sent: Mon Dec 17 16:00:06 2007
Subject: FW: Performance Mgt, bonus and merit update



Tom - I will work with your direct reports and the executive team members on their assessment. I would propose we do it similar to past years and use the goals for the bonus assessment.

538473, 12/17/2007 04:10:09 PM (GMT -06:00)

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My big question to you is timing...do you want the assessments done in the same timeframe below (i.e. reviewed in January for payout in March) or did you want to move up bonus pay so you can combine with what in the past has been your year end well wishes!! J

Let me know and I'll get working with your team!

From: Locey, Penny
Sent: Monday, December 17, 2007 10:06 AM
To: Petters, Tom; Jeffries, Mary; Baer, David; Wehmhoff, Jim; OShaughnessy, Mike
Cc: Hamm, Patty; Ploumidis, Matina
Subject: Performance Mgt, bonus and merit update

We want to make you aware of the timeline and communication going out to Petters Group payroll companies' managers and employees this week re: the performance management cycle, salary planning and bonus activity so you can both be a catalyst in your own organization, and so you can complete the work re: your direct reports. You will receive separately the actual bonus worksheets and pay information for your direct reports; the total merit spend for your group this year should be 3.5%.

Thanks. Patty, Penny & Matina

Other Attachments: Self Assessment form, Merit guidelines grid.

Timeline

Wed Dec 19, Webcast for managers 2-3 p.m. CST to review details (we will repeat if needed)

Through January 27:

* Managers ask employees to complete self assessment (attached) on both bonus goals and overall - we encourage managers to make this a conversation. While not the final evaluation review, which happens after approvals by the organization, these discussions are useful in shaping yours and the employees' thinking on achievements and misses for the year.

* Consider appropriate year end ratings, merit increases and bonus proposals and complete proposal forms (Pay worksheets for your group will be delivered mid January)

January 28: Bonus proposals need to be to Patty Hamm (when approved by PGW, you will get letters to communicate to employees)

February 11: Proposed Ratings, Merit increase recommendations must be to Matina Ploumidis

February 15: Bonus payout by March 1 - Once Patty, Tom and Mary approve increases, you will get communication of final approvals and letters so you can discuss with employees.

March 3 - 13: Performance Evaluation and pay conversations with employees completed

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Note: February 25 is effective date for all merit increases; March 14 payroll check is when employees will see the new amounts.

March 14: 2008 2008 Goals and development plans completed for all employees

Performance Management forms and answers to FAQ's can be found on the PGW intranet under HR "Reviewing an Employee".

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