



## DUE DATES

FOR

### CLASSIFIED EMPLOYEE PERFORMANCE MANAGEMENT

The regular performance cycle covers the time period of April 1 through March 31. Variations to the beginning and ending will depend on individual circumstances as defined below:

<b>Event</b>	<b>Plan Due</b> <i>(only the first sheet of the form is required)</i>	<b>Evaluation Due</b> <i>(the entire document with final score/points is required)</i>
Regular cycle 4/1- 3/31	April 30 <sup>th</sup>	March 31 <sup>st</sup> or upon employee's resignation
Start date of new employee	30 days after first date of employment	March 31 <sup>st</sup> or upon employee's resignation
Start date of transfer employee	30 days after first date of transfer	March 31 <sup>st</sup> or upon employee's resignation
Date under new supervisor (new plans are required at this time)	30 days after first date of new supervisor begin	March 31 <sup>st</sup> or upon employee's resignation
Date of resignation of current supervisor (evaluations are required at this time)		All subordinate evaluations must be submitted by supervisor's last day

### Mid - Year Feedback Sessions

Written Documentation DUE in OHR by October 31st

**Supervisors must provide copies of the Performance Dispute Process to classified employees at each of the planning and evaluation sessions.**