

Performance Evaluation Schedule

Non-Exempt Review Schedule

February 17, 2017	Completed Non- Exempt evaluations due to Senior Management for approval
March 3, 2017	Approved Non-Exempt evaluations returned to Supervisors
March 24, 2017	All Non-exempt performance evaluation meetings complete and signed forms returned to Human Resources

Exempt Review Schedule

March 3, 2017	Completed Exempt evaluations due to Senior Management for approval
March 17, 2017	Approved Exempt evaluations returned to Managers/Supervisors
April 7, 2017	All Exempt performance evaluation meetings complete and signed forms returned to Human Resources

Important Reminders: Performance evaluation meetings do not take place with employee until management has approved and signed the evaluation form.

Verify overall rating is calculated correctly to avoid evaluation being returned.

Documents to be sent to Human Resources include: *signed* performance evaluation form, self-evaluation form for Exempt personnel only, signed Harassment and Discrimination policy acknowledgement and Conflict of Interest acknowledgement. *The actual Harassment policy and Conflict of Interest policy are to be retained by the employee.*

In addition, do not forward supporting documents received from employee as these are to be retained for the Supervisor/Managers records.