Milestones in the Performance Process for Bargaining Unit and Non-Bargaining Unit Employees

Rating Period	April 1 - March 31 for non-probationary employees
Issuance of Performance Standards	Within 90 days of beginning of rating period
Progress Review	Due at the halfway point of the rating period
Final Evaluation	Employees must be under performance standards for a minimum of 90 days to receive a rating. Rating official must have supervised employee for at least 90 days to issue final rating.
Probationary Employees	Rating period begins effective date of appointment and ends one year later. Progress Reviews received at the end of the 3rd, 6th, and 9th months.
Position Changes	If there is a change in performance standards, a new plan must be issued. Rating Period: Begins on the effective date of the change and ends on March 31 or in 90 days, whichever is later.

Requirements for PWP Plans

Number of Days until Plan End Day	Requirement
180 or more	Progress Review, Final Rating
Less than 180	Final Rating only

Requirements for Bargaining Unit Plans with a Traditional Rating Period

Issue Standards
Performance Log Q1 (4/1 - 6/30)
Performance Log Q2 (7/1 - 9/30)
Progress Review
Performance Log Q3 (10/1 - 12/31)
Performance Log Q4 (1/1 - 3/31)
Final Rating

If entering logs after the quarter has ended, an incident date falling within that quarter's date range must be entered.

Requirements for Bargaining Unit Plans with Non-Traditional rating period

Number of days in plan	Plan requirements
Less than 120 days	1 log, Final
121-179	1 log, Progress Review, 1 log, Final
180-269	1 log, Progress Review, 2 logs, Final *OR* 2 logs, Progress Review, 1 log, Final *(see below)*
270 or more	2 logs, Progress Review, 2 logs, Final

Possible log combinations for 180-269 days

Q1, Q2, Progress Review, Q4, Final
Q1, Q2, Progress Review, Q3, Final
Q1, Progress Review, Q3, Q4, Final
Q2, Progress Review, Q3, Q4, Final

For these plans, the raters will have to divide the number of days in the plan year by four to determine the start and end date of each quarter.

Raters will assign the quarter to each log using the pull-down menu on the Performance Log tab.

www.timeanddate.com is a good resource for determining how many days are in a plan, what the end date should be for a quarter, etc.