

Transition Schedule for Employees Previously Evaluated on a Merit-Date Cycle

Next Evaluation Due by April 30, 2021:

Merit Date (Month)	Evaluation Dates	Evaluation Period	Evaluation Due
July	July 2019 – December 2020	18 months	April 30, 2021
August	August 2019 – December 2020	17 months	April 30, 2021
September	September 2019 – December 2020	16 months	April 30, 2021
October	October 2019 – December 2020	15 months	April 30, 2021
November	November 2019 – December 2020	14 months	April 30, 2021
December	December 2019 – December 2020	13 months	April 30, 2021

For employees previously evaluated on a merit-date cycle that received an evaluation for a portion of calendar year 2020, their next evaluation, due April 30, 2021, will be for the remainder of 2020 not included on their previous evaluation.

Transition Schedule for Employees Previously Evaluated on a Merit-Date Cycle that received an Evaluation for a portion of 2020 –

Next Evaluation Due by April 30, 2021:

Merit Date (Month)	Evaluation Dates	Evaluation Period	Evaluation Due
January	January 2020 – December 2020	12 months	April 30, 2021
February	February 2020 – December 2020	11 months	April 30, 2021
March	March 2020 – December 2020	10 months	April 30, 2021
April	April 2020 – December 2020	9 months	April 30, 2021
May	May 2020 – December 2020	8 months	April 30, 2021
June	June 2020 – December 2020	7 months	April 30, 2021

If you have any questions about this transition scheduled or any performance management questions, please contact your [HR Partner](#) or Sue Rody at 575-5351