PMAP Timeline

Performance Cycle: April 1st- March 31st

April 1st-April 30th

The new performance cycle begins! Final evaluations from the previous cycle and new performance plans are to be completed by April 30th. Original final evaluations need to be sent to your district's HR Office.

June 26th

Deadline to have all PMAP disputes settled from the previous performance cycle.

July 1st

The beginning of the new fiscal year and the effective date for all Achievement Pay increases. Time for recommended Quarterly Progress/Interim review.

October 31st

Progress/Interim Reviews due by October 31st.

Note: If you have new employees that started in October, please give them an interim review in December or January.

January

Time for recommended Quarterly Progress/Interim review.

March 31st

The performance cycle ends. Final Evaluations are due by April 30th, as are new performance plans for employees.

A few notes: Although we highly recommend completing quarterly progress reviews, they are not required. State rules require only one progress review throughout the year, usually due in October.

- New employees must have a performance plan in place within 30 days of hire.
- Employees who are transferring within the Department need to have an evaluation (with a rating) completed before transferring. The supervisor needs to send a copy of the evaluation to the new supervisor.
- Employees who are transferring to another Department need to have a final evaluation completed and the evaluation needs to be sent to Human Resources.

All employees who leave CDHS must have a final evaluation completed before they leave. Evaluations must be sent to Human Resources for filing in the employees personnel file.

Questions? Please contact Sandra Quintanar
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