

**2025 Annual Performance Timeline – Unit III & Unit IV (AFSCME – Non-Exempt)**

<b>Date Range Guide</b>	<b>Action</b>
December 1, 2024 – January 31, 2025	Performance evaluation training (virtual)
February 3 – March 1, 2025	Self-evaluations completed (optional)
February 3 – March 1, 2025	Contributing reviews completed (optional)
March 1 – 31, 2025	Managers/Supervisors write annual evaluations
February 1 – March 1, 2025*	Performance pre-evaluation conferences held for less than satisfactory employees
April 1 – 14, 2025	Managers/Supervisors schedule sit-downs/feedback meetings
April 15 – 30, 2025	Annual evaluation sit-downs/feedback meetings conducted
May 1, 2025^	Sit down/feedback meetings and post conferences completed
July 1, 2025 – January 31, 2026	Goal planning and journaling begins

\*Corrective action plan implementation conferences and monitoring ongoing (see AFSCME agreement Article 11: Performance Evaluation, A-4)

^Requirement is May 1 unless it falls on a weekend it is the Monday after

**Annual Evaluation Timeline**

**Confidential, Administrative & Supervisory (A&S) & Most Exempt UB Scale Employees**

<b>Date Range Guide</b>	<b>Action</b>
December 1 – March 1, 2025	Performance evaluation training (virtual)
February 3 – March 1, 2025	Self-evaluations completed (optional)
February 3 – March 1, 2025	Contributing reviews completed (optional)
March 1 – May 19, 2025	Managers/Supervisors write annual evaluations
May 20 - 31, 2025	Schedule sit-downs/feedback meetings
June 1 – June 30, 2025	Annual evaluation sit-downs/feedback meetings conducted
July 1, 2025	Journaling begins
July 1 – September 30, 2025	Annual goal planning