

2026 Annual Performance Timeline – Unit III & Unit IV (AFSCME – Non-Exempt)

Date Range Guide	Action
December 1, 2025 – January 30, 2026	Performance evaluation training (virtual & on-demand) -New administrators/managers - virtual -Support staff – on-demand
February 2 – March 20, 2026	Self-evaluations completed (optional)
February 2 – March 20, 2026	Contributing reviews completed (optional)
March 2 – April 6, 2026	Managers/Supervisors write annual evaluations
February 2 – March 2, 2026*	Performance pre-evaluation conferences held for less than satisfactory employees
April 7 – 15, 2026	Managers/Supervisors schedule sit-downs/feedback meetings
April 16 – 30, 2026	Annual evaluation sit-downs/feedback meetings conducted
May 1, 2026^	Sit down/feedback meetings and post conferences completed
July 1, 2026 – January 31, 2027	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

Date Range Guide	Action
December 1 – March 1, 2025	Performance evaluation training (virtual)
February 2 – March 20, 2026	Self-evaluations completed (optional)
February 2 – March 20, 2026	Contributing reviews completed (optional)
March 2 – May 15, 2026	Managers/Supervisors write annual evaluations
May 18 - 29, 2026	Schedule sit-downs/feedback meetings
June 1 – June 30, 2026	Annual evaluation sit-downs/feedback meetings conducted
July 1, 2026	Journaling begins
July 1 – September 30, 2026	Annual goal planning
December 1, 2025 – January 30, 2026	Performance evaluation training (virtual & on-demand) -New administrators/managers - virtual -Support staff – on-demand

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

Note: Implementation and monitoring of Plans for Professional Growth (PPGs) for certificated staff ongoing (see EACC agreement Article 23: Plans for Professional Growth)