FY20 Performance-Based Pay Timeline
MLS, PLS and GSS Longevity Employees

The following timeline is a full performance management cycle timeline for Montgomery County Management Leadership Service (MLS), Police Leadership Service (PLS) and General Salary Schedule (GSS) Longevity employees. Employees in these groups are eligible for performance-based pay that must be paid effective the beginning of the first pay period of the new fiscal year, if approved by the County Executive and the County Council in the FY2021 budget.

To ensure that eligible MLS, PLS and GSS Longevity employees receive compensation adjustments on time, the following performance planning, evaluation and appraisal actions must be completed no later than **May 15, 2020.**

	Completed	Deadline	Action	Role
Phase 1: PLAN	☐	Jul 1, 2019	OHR open performance plans in Oracle WPM	OHR WPM Plan Administrator
	☐	Jul 1, 2019	Begin the creation of employees' performance plans for the fiscal year: *goals, objectives and development plans*	Supervisor Employee
	☐	Aug 13, 2019	Confirm and establish employee performance plans: • Non-Bargaining Unit (NBU) employees' plans in Oracle WPM and/or; • Paper Performance Planning and Evaluation (PPE) forms for Bargaining Unit (BU) employees	Supervisor
	☐	No later than 10 days after plan is established	Provide employee with a copy of the signed performance plan	Supervisor
	☐	Aug 14, 2019	• Generate Performance Plans and Appraisal Status Monitor Reports • Ensure employee WPM performance plans and paper PPE forms are created	HR Liaison
	☐	Ongoing	• Provide and/or solicit feedback from your supervisor on your performance • Discuss training and career development opportunities with your supervisor	Employee
			Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 2: DEVELOP	☐	Jan 31, 2020	Schedule, conduct and document mid-year progress discussions with employees	Supervisor
			Document, sign and date mid-year progress discussion forms (electronic appraisals are date-stamped when routed)	Employee
	☐	Ongoing	• Provide and/or solicit feedback from your supervisor on your performance • Discuss training and career development opportunities with your supervisor	Employee
			Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 3: EVALUATE	☐	April 1, 2020	Document and provide performance accomplishments to your supervisor on your online appraisal or paper PPE form	Employee
	☐	*May 1, 2020	• Enter performance appraisal ratings and comments online (WPM) and paper (PPE) • Employee enters final overall rating comments (optional) in Oracle WPM or paper PPE form • Share and gain final approval from Reviewing Official	Supervisor Employee Reviewing Official
	☐	**May 15, 2020	Finalize (with signature and/or electronic date stamp) all performance evaluations.	Supervisor Employee Reviewing Official
	☐	***May 20, 2020	• Generate Performance Planning and Appraisal Status Monitor reports • Ensure all employee evaluations are completed in WPM and on paper PPE forms • Submit paper PPE forms to Core HR/Records Management EOB 12th Floor • Generate and print employees' MCG WPM Appraisal Details Report	HR Liaison

NOTES:

- *Supervisors must send online performance evaluations to employee for final overall rating comments **before** sending evaluations electronically to Reviewing Officials for approval
- **Performance plans/evaluations are completed when the Reviewing Official finalizes in the system or signs the paper performance evaluation forms
- ***Supervisors and HR Liaisons should generate hard copies of finalized appraisals for departmental files

WPM Tools and Resources
Visit **Performance Management Resources** and **WPM System Training Materials** for available online resources including policies and procedures, forms and guidelines

Questions
Your department HR Liaison is your first point of contact for performance management questions
If you have additional questions, please contact the Performance Management team at **Performance.Matters@montgomerycountymd.gov**