



## FY22 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 FY2023 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 in Oracle Workforce Performance Management (WPM) no later than **May 16, 2022.**

	Completed	Deadline	Action	Role
Phase 1: PLAN	<input type="checkbox"/>	Jul 1, 2021	OHR opens performance plans in Oracle WPM	OHR WPM Plan Administrator
	<input type="checkbox"/>	Jul 1, 2021	Begin the creation of employees' performance plans for the fiscal year: <i>goals, objectives and development plans</i>	Supervisor Employee
	<input type="checkbox"/>	Aug 14, 2021	Confirm and establish employee performance plans: • Non-Bargaining Unit (NBU) employees' plans in Oracle WPM	Supervisor
	<input type="checkbox"/>	*No later than 10 days after plan is established	Provide employee with a copy of the signed performance plan	Supervisor
	<input type="checkbox"/>	Aug 16, 2021	• Generate Performance Plans and Appraisal Status Monitor Reports • Ensure employee WPM performance plans and paper PPE forms are created	HR Liaison
	<input type="checkbox"/>	Ongoing	• Provide and/or solicit feedback from your supervisor on your performance • Discuss training and career development opportunities with your supervisor  Conduct frequent performance coaching sessions throughout the year with your employees	Employee Supervisor
Phase 2: DEVELOP	<input type="checkbox"/>	Jan 31, 2022	Schedule, conduct and document mid-year progress discussions with employees via Teams  Document, sign and date mid-year progress discussion forms	Supervisor Employee
	<input type="checkbox"/>	Ongoing	• Provide and/or solicit feedback from your supervisor on your performance • Discuss training and career development opportunities with your supervisor  Conduct frequent performance coaching sessions throughout the year with your employees	Employee Supervisor
	<input type="checkbox"/>	April 1, 2022	Document and provide performance accomplishments to your supervisor on your online appraisal or paper PPE form	Employee
	<input type="checkbox"/>	**May 2, 2022	• Enter performance appraisal ratings and comments online in WPM • Employee enters final overall rating comments (optional) in Oracle WPM • Share and gain final approval from Reviewing Official	Supervisor Employee Reviewing Official
Phase 3: EVALUATE	<input type="checkbox"/>	***May 14, 2021	Finalize all performance evaluation in WPM	Supervisor Employee Reviewing
	<input type="checkbox"/>	****May 16, 2021	• <b>Generate Performance Planning and Appraisal Status Monitor reports</b> • Ensure all employee evaluations are completed in WPM	HR Liaison

**NOTES:**

- \*Performance plans are date-stamped in Oracle WPM in lieu of physical signatures
- \*\*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
- \*\*\*\*HR Liaisons should generate hard copies of the finalized appraisals for departmental record-keeping

**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](mailto:Performance.Matters@montgomerycountymd.gov)