



FY25 Pay-for-Performance Timeline

MLS, PLS and GSS Longevity/Performance Employees

MLS and PLS Employees

The following timeline is the 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 pay-for-performance 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 FY2025 budget.**

To ensure that eligible MLS and PLS employees receive compensation adjustments on time, the following performance planning, evaluation, and appraisal actions must be completed no later than **May 17, 2025.**

GSS Longevity Employees

To ensure that eligible GSS longevity/performance employees receive compensation adjustments on time, the following performance planning, evaluation, and appraisal actions must be completed no later due **June 30, 2025.**

	Completed	Deadline	Action	Role
Phase 1: PLAN	<input type="checkbox"/>	Jul 1, 2024	OHR open performance plans in Oracle WPM	OHR WPM Plan Manager/Administrator
	<input type="checkbox"/>	Jul 1, 2024	Begin the creation of employees' performance plans for the fiscal year: <i>goals, objectives and development plans</i>	Supervisor Employee
	<input type="checkbox"/>	Aug 31, 2024	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 (electronic appraisals are date-stamped when routed)	Supervisor
	<input type="checkbox"/>	Sep 9, 2024	• Generate Performance Plans and Appraisal Status Monitor Reports • Ensure employee WPM performance plans 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, 2025	Schedule, conduct and document mid-year progress discussions with employees	Supervisor
	<input type="checkbox"/>		Document, sign and date mid-year progress discussion forms (electronic appraisals are date-stamped when routed)	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	Employee
	<input type="checkbox"/>		Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 3: EVALUATE	<input type="checkbox"/>	April 4, 2025	Document and provide performance accomplishments to your supervisor on your online appraisal	Employee
	<input type="checkbox"/>	*May 1, 2025	• Enter performance appraisal ratings and comments online (WPM) • Employee enters final overall rating comments (<i>optional</i>) in Oracle WPM • Share and gain final approval from Reviewing Official	Supervisor Employee Reviewing Official
	<input type="checkbox"/>	**May 14, 2025	Finalize (with signature and/or electronic date stamp) all performance evaluations.	Supervisor Employee Reviewing Official
	<input type="checkbox"/>	***May 16, 2025	• Generate Performance Planning and Appraisal Status Monitor reports • Ensure all employee evaluations are completed in WPM	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.
- *** HR Liaisons should generate, save, and provide copies of the finalized appraisals to employees and the supervisors.

WPM Tools and Resources

- Visit [Performance Management Resources](#) for available online resources including timelines, forms, policies and procedures, and guidelines.
- Revised WPM job aids, by employee type, are located in the Other Resource Materials section. Click on the applicable section based on your role.

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.