



# FY26 Pay-for-Performance Timeline

## MLS, PLS and GSS Longevity/Performance Employees

### MLS and PLS 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 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 FY2026 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 15, 2026.**

### GSS 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, 2026.**

	Completed	Deadline	Action	Role
Phase 1: PLAN	<input type="checkbox"/>	Jul 1, 2025	OHR open performance plans in Oracle WPM	OHR WPM Plan Manager/Administrator
	<input type="checkbox"/>	Jul 1, 2025	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, 2025	Confirm and establish employee performance plans: <ul style="list-style-type: none"><li>Non-Bargaining Unit (NBU) employees' plans in Oracle WPM</li></ul>	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 8, 2025	<ul style="list-style-type: none"><li>Generate Performance Plans and Appraisal Status Monitor Reports</li><li>Ensure employee WPM performance plans forms are created</li></ul>	HR Liaison
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none"><li>Provide and/or solicit feedback from your supervisor on your performance</li><li>Discuss training and career development opportunities with your supervisor</li></ul>	Employee
			Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 2: DEVELOP	<input type="checkbox"/>	Jan 30, 2026	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
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none"><li>Provide and/or solicit feedback from your supervisor on your performance</li><li>Discuss training and career development opportunities with your supervisor</li></ul>	Employee
			Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 3: EVALUATE	<input type="checkbox"/>	April 3, 2026	Document and provide performance accomplishments to your supervisor on your online appraisal	Employee
	<input type="checkbox"/>	*May 1, 2026	<ul style="list-style-type: none"><li>Enter performance appraisal ratings and comments online (WPM)</li><li>Share and gain final approval from Reviewing Official</li><li>Employee enters final overall rating comments (optional) in Oracle WPM</li></ul>	Supervisor Reviewing Official Employee
	<input type="checkbox"/>	**May 13, 2026	Finalize (with signature and/or electronic date stamp) all performance evaluations.	Supervisor Employee Reviewing Official
	<input type="checkbox"/>	***May 15, 2026	<ul style="list-style-type: none"><li>Generate Performance Planning and Appraisal Status Monitor reports</li><li>Ensure all employee evaluations are completed in WPM</li></ul>	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 supervisors.

### WPM Tools and Resources

- Visit **Performance Management Resources** for available online resources including timelines, forms, policies and procedures, and guidelines.
- Revised and 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.**