

**Administrative Employees Objectives & Performance Evaluation (PE) Compressed Critical Path – 2019-20 - Draft**

Process		2019			2020							
		June 26	July 5	Aug 30	Jan 10	June 3	June 10	June 12	June 19	June 26	July 3	August 28
		1	Manager meets with each Administrator - discusses final rating for 2018-19; discusses PD plan and tentative 2019-20 objectives	XX								
2	Fleming Strategic Plan launched for 2019-24	XX										
3	President issues mandate letters to SMT members	XX										
4	Signed off 2018-19 performance evaluations submitted by Managers to HR for compensation processing		XX									
5	Administrators finalize 2019-20 objectives and PD plan with Managers, and send to HR electronically <sup>1,2</sup>		XX	XX								
6	Compensation for 2018-19 processed throughout July and August		XX	XX								
7	Manager meets with each Administrator to discuss mid-year progress against objectives; Administrator updates form and sends to HR electronically				XX							
8	Administrator documents final results for 2019-20 & submits to Manager					XX						
9	Manager meets with each Administrator to discuss final results submitted by Administrator <sup>3</sup>						XX					
10	Manager establishes recommended rating for each Administrator; sends document to HR electronically						XX					
11	HR compiles results							XX				
12	President reviews recommended ratings with SMT								XX			
13	President shares 2020-21 objectives with SMT								XX			
14	SMT communicates with Managers who meet with each Administrator to discuss final rating for 2019-20, tentative 2020-21 objectives and PD plan									XX		
15	Signed off 2019-20 performance evaluations submitted by Manager to HR for compensation processing										XX	
16	Individual Administrators document 2020-21 objectives and PD plan with Managers, and send to HR electronically										XX	XX
17	Compensation for 2019-20 processed throughout July and August										XX	XX

<sup>1</sup>Individual Administrators are responsible for initiating and updating the PE Fillable Form and sending to HR for record-keeping; Managers of Administrators are responsible for completing the final review, obtaining signatures, and submitting to HR for compensation processing and filing

<sup>2</sup>Objectives flow from the Strategic Plan, SMT mandate letters, business plans, departmental objectives

<sup>3</sup>Managers utilize this meeting to solidify understanding of each Administrator’s achievements for the performance year; performance ratings should not be discussed at this meeting