

## Important Dates to Remember

Evaluations are due for employees not meeting competencies by the first Friday in March.

Evaluations are due for employees meeting competencies by June 15th.

Permanent Status evaluations for new employees are due two weeks prior to the end of the six-month probationary period.

### **Circumstances Affecting Evaluation Cycles:**

If an employee has a change in position that requires a six-month probationary period, then the regular professional growth cycle would be interrupted. Upon successful completion of the probationary period in the new position, the employee would return to the place in the professional growth cycle where he or she was at the time immediately before the new position was taken.