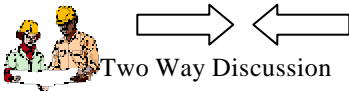

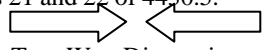
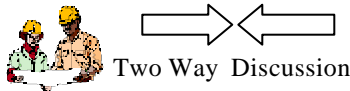





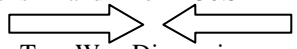


**PERFORMANCE APPRAISAL CALENDER FOR BARGAINING UNIT EMPLOYEES**

<p><b>March 1</b></p> <p><b>Appraisal Cycle Begins for A-L Employees.</b></p> <p>Select performance elements and standards from Food Inspector User’s Guide within 30 days after the beginning of the appraisal cycle. Employees shall have at least 3 performance elements of which at least 1 will be critical. The supervisor and employee should discuss the appraisal process, sign blocks 13 and 14 of 4430-5.</p> <p align="center">   Two Way Discussion         </p>	<p><b>April</b></p> <p><b>Annual Appraisal for M-Z Employees</b> </p> <p>Progress Review coincides with annual appraisal. Appraisal can be done 30 days before or after the end of the appraisal cycle (<b>as early as April 1 or as late as May 31</b>). <b>Progress review/ performance evaluation interview should be scheduled in advance.</b></p> <p>The supervisor meets with the employee to conduct a performance evaluation interview, checkoff block 20, sign blocks 21 and 22 of 4430.5.</p> <p align="center">   Two Way Discussion         </p>	<p><b>May 1</b></p> <p><b>Appraisal Cycle begins for M-Z Employees.</b></p> <p>Select performance elements and standards from Food Inspector User’s Guide within 30 days after the beginning of the appraisal cycle. Employees shall have at least 3 performance elements of which at least 1 will be critical. The supervisor and employee should discuss the appraisal process, sign blocks 13 and 14 of 4430.5</p> <p align="center">   Two Way Discussion         </p>
<p><b>June</b></p>	<p><b>July</b></p> <p><b>Progress Review for A-L Employees should be scheduled in advance</b> </p> <p>The supervisor and the employee discuss the employee’s progress in each performance element and sign block 16 of 4430-5.</p>	<p><b>August</b></p>
<p><b>September</b></p> <p><b>Progress Review for M-Z Employees should be scheduled in advance</b> </p> <p>The supervisor and the employee discuss the employee’s progress in each performance element and sign block 16 of 4430-5</p>	<p><b>October</b></p>	<p><b>November</b></p> <p><b>Progress Review for A-L Employees should be scheduled in advance.</b> </p> <p>The supervisor and the employee discuss the employee” progress in each performance element and sign block 16 of 4430-5.</p>
<p><b>December</b></p>	<p><b>January</b></p> <p><b>Progress Review for M-Z Employees. should be scheduled in advance</b> </p> <p>The supervisor and the employee discuss the employee’s progress in each performance element and sign block 16 of 4430-5.</p>	<p><b>February</b></p> <p><b>Annual Appraisal for A-L Employees.</b> </p> <p>Progress Review coincides with annual appraisal. Appraisal can be done 30 days before or after the end of the appraisal cycle (<b>early as Jan. 29 or as late as Mar.31</b>). <b>Progress review/performance evaluation interview should be scheduled in advance.</b></p> <p>The supervisor meets with the employee to conduct a performance evaluation interview, checkoff block 20, sign blocks 21 and 22 of 4430.5</p> <p align="center">   Two Way Discussion         </p>