

| EMPLOYEE GROUP   | CYCLE             | EVALUATION PERIOD   | DUE TO ELR BY                                       | *EVALUATIONS ARE<br>CONSIDERED "LATE" IF<br>RECEIVED BY ELR AFTER: |
|--|-------------------|---|---|--|
| Brand new MPP  | Initial 6 months  | 1st month to 6th month  | End of 6th month                                    | 7th month  |
| Brand new MPP  | Initial 12 months | 6th month to 12th month   | End of 12th month                                   | 13th month   |
| MPP  | Annual            | July 1 to June 30   | June 30   | July 31  |
| Permanent Staff  | Annual            | July 1 to June 30   | June 30   | July 31  |
| Temporary (Regular)<br>Staff   | Annual            | July 1 to June 30   | June 30   | July 31  |
| Probationary Staff   | Probationary      | Depends on probationary evaluation<br>timeframe per CBA   | End of probationary evaluation<br>timeframe per CBA | one month past each<br>probationary evaluation<br>due date         |
|  |                   | <a href="#">Click here to access the <i>Performance Evaluation Timeframes</i> website for<br/>more information about probationary evaluation timeframes</a> |   |  |
| Other Temporary Staff<br>including Emergency<br>Hires, Rehired<br>Annuitants, and<br>Casual Workers  | n/a               | no evaluation required  | n/a   | n/a  |
| * LATE EVALUATIONS will be logged and filed, however, a list of late evaluations will be sent to the appropriate member of the<br>President's Cabinet for discussion and review. |                   |   |   |  |