



**FISCAL YEAR 07-08 SCHEDULE
ADMINISTRATOR PERFORMANCE EVALUATION PROGRAM
ADMINISTRATOR ANNUAL INCREASES**

	<u>Target Completion</u>
Training Workshops on Administrator Performance Evaluation Process	January – March 2008
Preliminary Performance Results Meeting	March 1 -31, 2008
HR Distributes Annual Increase Guidelines & DAF's	March 15, 2008
Budget & Treasury Distributes Budget Worksheets	March 27, 2008
Evaluations Submitted to Next Level Manager w/Recommendation for Annual Increase (DAF)	April 1, 2008
DAF w/Recommended Increase to Vice President for Approval	April 15, 2008
Final Evaluation Meeting and Next Year's Goal Setting Meeting	April 15 – May 31, 2008
Final Budget Worksheets (Including Salaries) Due to Budget/Treasury	May 1, 2008
DAF's with Approved Annual Increase Submitted to Human Resources	May 10, 2008
Copy of Signed Performance Evaluation Submitted to Human Resources	June 1, 2008
Finalization of Next Year's Goals/Expectations and Development Plans	June 1 - June 30, 2007
Effective Date of Annual Increases	July 1, 2008