



Our purpose is OUR people

City of Laredo
Human Resources Department



Memorandum

TO: DEPARTMENT DIRECTORS, SUPERVISORS & PAYROLL ASSISTANTS

FROM: Carolina Thurkettle, Talent Management Administrator *CT*

THRU: Zaida Gonzalez, Interim Human Resources Director

DATE: November 17, 2021

SUBJ: Performance Evaluation Due Dates for Fiscal Year 2021-2022

The following are the deadlines to submit performance evaluations. As a reminder, all merit increases continue to be suspended effective October 1, 2021. In order to comply with City ordinance, performance evaluation forms should still be submitted on their respective due date so that the annual review date can be updated in the payroll system. **IMPORTANT: IT IS NO LONGER REQUIRED THAT YOU SUBMIT THE PERSONNEL ACTION FORM (GREEN FORM), "EMPLOYEE'S STATUS HISTORY", NOR ANY OTHER PRINT OUTS WITH THE EVALUATION FORM.**

| If anniversary date is between: | Evaluations must be turned in to Human Resources by 5:00 p.m. on the date indicated below: |
|---------------------------------|--|
| Oct 3 - Oct 16 | Wednesday, October 13, 2021 |
| Oct 17 - Oct 30 | Wednesday, October 27, 2021 |
| Oct 31 - Nov 13 | Wednesday, November 10, 2021 |
| Nov 14 - Nov 27 | Monday, November 22, 2021 |
| Nov 28 - Dec 11 | Wednesday, December 8, 2021 |
| Dec 12 - Dec 25 | Tuesday, December 21, 2021 |
| Dec 26 - Jan 8 | Wednesday, January 5, 2022 |
| Jan 9 - Jan 22 | Wednesday, January 19, 2022 |
| Jan 23 - Feb 5 | Wednesday, February 2, 2022 |
| Feb 6 - Feb 19 | Wednesday, February 16, 2022 |
| Feb 20 - March 5 | Wednesday, March 2, 2022 |
| March 6 - March 19 | Wednesday, March 16, 2022 |
| March 20 - April 2 | Wednesday, March 30, 2022 |

| If anniversary date is between: | Evaluations must be turned in to Human Resources by 5:00 p.m. on the date indicated below: |
|---------------------------------|--|
| April 3 - April 16 | Tuesday, April 12, 2022 |
| April 17 - April 30 | Wednesday, April 27, 2022 |
| May 1 - May 14 | Wednesday, May 11, 2022 |
| May 15 - May 28 | Wednesday, May 25, 2022 |
| May 29 - June 11 | Wednesday, June 8, 2022 |
| June 12 - June 25 | Wednesday, June 22, 2022 |
| June 26 - July 9 | Wednesday, July 6, 2022 |
| July 10 - July 23 | Wednesday, July 20, 2022 |
| July 24 - Aug 6 | Wednesday, August 3, 2022 |
| Aug 7 - Aug 20 | Wednesday, August 17, 2022 |
| Aug 21 - Sept 3 | Wednesday, August 31, 2022 |
| Sept 4 - Sept 17 | Wednesday, September 14, 2022 |
| Sept 18 - Oct 1 | Wednesday, September 28, 2022 |

If you have any questions, please contact us at 791-7485 or 791-7483.