

**CITY OF LAREDO**  
**Human Resources Department**

**Memorandum**

**TO:** DEPARTMENT DIRECTORS, SUPERVISORS & PAYROLL ASSISTANTS

**FROM:** Rosa E. Salinas, Human Resources Officer *R. Salinas*

**DATE:** September 28, 2017

**SUBJ:** Performance Evaluation Due Dates for Fiscal Year 2017-2018

*The following are the deadlines to submit performance evaluations:*

If anniversary date is between	Evaluations must be turned in to Human Resources by 5:00 p.m. on the date indicated below:
Sept 10 - Sept 23	Wednesday, September 20, 2017
Sept 24 - Oct 07	Wednesday, October 4, 2017
Oct 08 - Oct 21	Wednesday, October 18, 2017
Oct 22 - Nov 04	Wednesday, November 1, 2017
Nov 05 - Nov 18	Tuesday, November 14, 2017
Nov 19 - Dec 02	Wednesday, November 29, 2017
Dec 03 - Dec 16	Tuesday, December 12, 2017
Dec 17 - Dec 30	Wednesday, December 27, 2017
Dec 31 - Jan 13	Wednesday, January 10, 2018
Jan 14 - Jan 27	Wednesday, January 24, 2018
Jan 28 - Feb 10	Wednesday, February 7, 2018
Feb 11 - Feb 24	Wednesday, February 21, 2018
Feb 25 - March 10	Wednesday, March 7, 2018
March 11 - March 24	Wednesday, March 21, 2018
March 25 - April 07	Wednesday, April 4, 2018
April 08 - April 21	Wednesday, April 18, 2018
April 22 - May 05	Wednesday, May 2, 2018
May 06 - May 19	Wednesday, May 16, 2018
May 20 - June 02	Wednesday, May 30, 2018
June 03 - June 16	Wednesday, June 13, 2018
June 17 - June 30	Wednesday, June 27, 2018
July 01 - July 14	Wednesday, July 11, 2018
July 15 - July 28	Wednesday, July 25, 2018
July 29 - Aug 11	Wednesday, August 8, 2018
Aug 12 - Aug 25	Wednesday, August 22, 2018
Aug 26 - Sept 08	Wednesday, September 5, 2018
Sept 09 - Sept 22	Wednesday, September 19, 2018
Sept 23 - Oct 06	Wednesday, October 3, 2018

**Reminder:**

If the employee being evaluated is being recommended by the Department Director for a **MERIT INCREASE**, the Request for Personnel Action Form (Green) must indicate the recommendation in the justification section and the Performance Evaluation form must also indicate that the director is recommending the increase.

If you have any questions, please call Human Resources at 791-7411.