

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

**Memorandum**

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

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

**DATE:** October 24, 2019

**SUBJ:** Performance Evaluation Due Dates for Fiscal Year 2019-2020

*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:
Oct 06- Oct 19	Wednesday, October 16, 2019
Oct 20 - Nov 02	Wednesday, October 30, 2019
Nov 03 - Nov 16	Wednesday, November 13, 2019
Nov 17 - Nov 30	<b>Monday, November 25, 2019</b>
Dec 01 - Dec 14	Wednesday, December 11, 2019
Dec 15 - Dec 28	<b>Monday, December 23, 2019</b>
Dec 29 - Jan 11	Wednesday, January 8, 2020
Jan 12 - Jan 25	Wednesday, January 22, 2020
Jan 26 - Feb 08	Wednesday, February 5, 2020
Feb 09 - Feb 22	Wednesday, February 19, 2020
Feb 23 - March 07	Wednesday, March 4, 2020
March 08 - March 21	Wednesday, March 18, 2020
March 22 - April 04	Wednesday, April 1, 2020
April 05 - April 18	Wednesday, April 15, 2020
April 19 - May 02	Wednesday, April 29, 2020
May 03 - May 16	Wednesday, May 13, 2020
May 17 - May 30	Wednesday, May 27, 2020
May 31- June 13	Wednesday, June 10, 2020
June 14 - June 27	Wednesday, June 24, 2020
June 28 - July 11	Wednesday, July 8, 2020
July 12 - July 25	Wednesday, July 22, 2020
July 26 - Aug 08	Wednesday, August 5, 2020
Aug 09 - Aug 22	Wednesday, August 19, 2020
Aug 23 - Sept 05	Wednesday, September 2, 2020
Sept 06 - Sept 19	Wednesday, September 16, 2020
Sept 20 - Oct 03	Wednesday, September 30, 2020
Oct 04 - Oct 17	Wednesday, October 14, 2020
Oct 18 - Oct 31	Wednesday, October 28, 2020

**Reminder:**

All merit increases have been suspended for one year effective October 1, 2019. In order to comply with the 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 you have any questions, please call Human Resources at 791-7411.