

## 2020 Implementation Schedule for Planning, Evaluation and Reporting

Date	Description	Units Responsible			
		Counties	4-H Centers	Regions	Departments
October 11, 2019	Activity reports for July 1 – September 30, 2019 entered in SUPER Delivery module	•	•	•	•
November 1, 2019	2020 Individual Annual Plans (IAPs) submitted to Regional Program Leader. (County Extension Directors will have reviewed and submitted IAPs from their unit on or before November 1, 2019).	•		•	
December 6, 2019	2019 Impact Statements completed. Consider the performance factors, criteria, and annual summarized data. Create goals for the coming year, review goals for previous year, and enter comments in the employee section of the performance appraisal form.	•		•	
December 6, 2019	Extension Agent performance appraisal due to County Extension Director. Area Specialist performance appraisals due to Regional Director.	•		•	
December 13, 2019	Regional Program Leaders will review, rate and make comments or suggestions for improvement of the IAP as appropriate no later than December 13, 2019.	•		•	
<b>2020</b>					
Jan – Dec 2020	Activity reports entered monthly.	•	•	•	•
January 3, 2020	County Directors, Regional Directors and Department Heads review Delivery data to ensure it is the most accurate as possible.	•	•	•	•
January 3, 2020	County Directors review annual summarized data, goals for the coming year and previous year, makes supervisory comments, and coach personnel regarding the appraisal. County Directors make preliminary rating and may suggest changes to goals. County and area performance appraisals submitted to Regional Directors.	•		•	
January 10, 2020	All activity reports for July 1, 2019 - December 31, 2019 entered in SUPER Delivery module.	•	•	•	•
January 10, 2020	Individual Annual Plans complete and locked by Regional Program Leaders. Specialists view IAPs in applicable knowledge areas to assess statewide programs planned.	•	•	•	•
February 7, 2020	The County Director and Regional Director jointly review annual summarized data, goals for the previous year, goals for the coming year, review any input from Regional Program Leaders (if applicable), and discuss employee's performance and goals. The County Director and Regional Director finalize ratings and make supervisory comments for every performance factor and for all goals.	•		•	
February 7, 2020	Statewide Impact Statements for 2019 due from State Specialists.				•
February 14, 2020	The County Director conducts formal, individual performance appraisal interviews with County Extension staff. Individual employees finalize their comments, and the County Director and	•		•	

	employee sign the appraisal form. The County Director submits signed forms to the regional office.				
February 21, 2020	All county and area performance appraisal documents completed by Regional Directors and submitted to the Extension Dean.			•	
March 27, 2020	County Civil Rights Compliance Report due to Regional Office.	•		•	
March 31, 2020	Activity reports for January 1 – March 31, 2020 entered in SUPER Delivery module	•	•	•	•
June 15, 2020	Deadline for submitting new and revised State Action Agendas (SAA), topics and outcome indicators for 2021. Reviews completed on or before August 1, 2020.				•
June 30, 2020	All activity reports for January 1, 2020 – June 30, 2020 entered in SUPER Delivery module.	•	•	•	•
August 7, 2020	Annual 4-H Youth Enrollment Report due.	•	•	•	
August 14, 2020	Annual Enrollment Rollover.	•	•	•	•
September 30, 2020	Activity reports for July 1 – September 30, 2020 entered in SUPER Delivery module	•	•	•	•
October 1, 2020	2020 In-service Courses/Events available for registration.				•
December 31, 2020	All activity reports for July 1, 2020 - December 31, 2020 entered in SUPER Delivery module.	•	•	•	•