

# PERFORMANCE EVALUATION / BUDGET SCHEDULE | 2016

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Below is the schedule for the 2016 budget preparation and approval process:

Monday, June 30<sup>th</sup>: 360° evaluations distributed.

Friday, July 10<sup>th</sup>: 360° evaluations due back to Administrator.

Monday, July 13<sup>th</sup> – Friday, July 24<sup>th</sup>: Performance evaluations of staff by Department Heads.

Monday, July 27<sup>st</sup> – Friday, August 7<sup>st</sup>: Review of performance evaluations by Administrator/Village President.

Tuesday, August 18<sup>th</sup>: Wage increase approved by Board.

Wednesday, August 19<sup>th</sup>: Final merit increase percentages to Angie for payroll budget calculations.

Friday, August 28<sup>th</sup>: All proposed capital improvement projects entered into PlanIt by Department Heads.

Friday, September 4<sup>th</sup>: Information distributed to Department Heads to begin budget preparation.

Wednesday, September 30<sup>th</sup>: Information returned to Finance Director for review and final preparation for Board.

Week of October 5<sup>th</sup>: Department Head meetings with the Village President.

Friday, October 16<sup>th</sup>: Budget books distributed to Village Board and Department Heads.

## Budget Workshops:

Monday, October 26, 2015 – 5:00 p.m.

Wednesday, October 28, 2015 – 5:00 p.m.

Monday, November 2, 2015 – 5:00 p.m. (if needed)

Budget Hearing: November 24, 2015 – 6:30 p.m. Note: Required to publish budget summary document 15 days prior to hearing.