

LSUS Policy Statement 3.26.00

Coordinated By: Business Affairs

Effective Date: March 1, 2014

Staff Performance Evaluations

Purpose: This policy assigns responsibilities and provides guidance concerning performance evaluation of LSUS classified and unclassified staff employees.

General: Performance management is an essential tool to improve productivity and professionally develop employees. Every staff employee will receive a formal performance evaluation annually.

The state of Louisiana Performance Evaluation System (PES) will be used to conduct these evaluations. The PES consists of a sit down planning session between the employee and supervisor intended to facilitate a discussion of work expectations and priorities for the upcoming performance year. The performance year for the PES is aligned with the state fiscal year beginning on 7/1 and ending 6/30. Following documentation of the planning session, the employee and supervisor meet periodically throughout the performance year to discuss any changes to the planning session and provide feedback concerning employee performance to date. At the end of the performance year, the employee is given a formal evaluation of his performance for the year.

Responsibilities:

1. Vice Chancellors, Deans, and Directors: Responsible for administration of the PES within their areas of responsibilities. Assign a supervisor and second level evaluator to every staff employee. The second level evaluator is generally the evaluating supervisor's supervisor.
2. Director, Human Resource Management: Overall responsibility for administration of the PES including providing guidance and instructions to supervisors concerning administration of the PES. Provide training to new employees and supervisors as required on the PES. Maintain copies of all PES Planning and Evaluation documents in accordance with Civil Service guidelines.
3. Supervisors: Based on Civil Service Rules and guidance from Human Resource Management conduct employee Planning Sessions, provide regular feedback, and conduct employee performance evaluations.
4. Second level evaluators: Review and approve all PES Planning and Evaluation sessions prior to supervisor discussion with the employee.
5. Employees: Participate in all aspects of the PES through regular communication with their supervisor.

Timeline:

1. Planning Sessions: Conducted from 7/1 to 8/31 of each performance year. New employees receive planning session within 90 days of hire, promotion, or change of duties.
2. Observation and feedback: Occurs continuously throughout the evaluation year. Should be documented and noted on the PES form.
3. Evaluations: Completed between 7/1 and 8/31 of each performance year.

Appeals: Classified employees may appeal in accordance with Civil Service Rules. The employee's signature documents that the evaluation session occurred and is mandatory. If an employee refuses to sign any portion of the PES form, the supervisor will note it on the PES form. Unclassified employees may appeal to the Director Human Resource Management no later than September 15 of the next performance year.

Unrated Evaluations: An "Unrated" evaluation must be approved by the Appointing Authority based on feedback from Human Resource Management.

Needs Improvement/Unsuccessful and Exceptional Evaluations: Formal documentation is required to accompany any PES with a Needs Improvement/Unsuccessful or Exceptional rating. Examples of appropriate documentation include, but are not limited to letters or emails of commendation, awards, disciplinary records, counseling statements, attendance logs, certificates of achievement, and records of face to face discussions.

APPROVED



5-20-14
Date



Paul Sisson, Interim Chancellor

5-20-14
Date