

POLICY STATEMENT 35
PERFORMANCE EVALUATION OF ADMINISTRATIVE OFFN -18.8T m (S

via LSU's HR system of record (e.g. Workday). Planning sessions must be conducted during the first 30 days following:

- i. the appointment of a new employee;
- ii. the permanent movement of an employee into a position having a different position number with significantly different duties; or
- iii. the beginning of a new performance evaluation year

b. However, a planning session may be conducted when:

- i. the employee gets a new supervisor;
- ii. performance expectations change; or
- iii. the supervisor deems a performance planning session is appropriate.

2. Mid-

