

POLICY STATEMENT 39

PERFORMANCE EVALUATIONS FOR CLASSIFIED EMPLOYEES

POLICY DIGEST

Monitoring Unit: Office of Human Resource Management
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I. PURPOSE

The Performance Evaluation System (PES) is a tool used to measure individual performance, align performance with institutional plans and goals, and develop and grow employees into successful and high-performing individuals. Performance evaluations should be used to provide the basis for compensation market adjustments, promotion, career development, training, and recording job performance strengths and weaknesses for future action.

II. DEFINITIONS

Performance Evaluation: A systematic review of the work actually performed by the employee in the position held during the rating period. Performance evaluations must objectively reflect the employee's actual performance based on standards that are directly related to the job. All classified employees are included except those on restricted or contingent appointments (e.g. *Wages as Earned*).

Evaluation Year: July 1 through June 30 of each year.

Evaluating Supervisor: The person who is the best position to observe and document the employee's performance. Generally, the evaluating supervisor is officially designated as the employee's supervisor in LSU's system of record (e.g. Workday). The evaluating supervisor shall be responsible for administering the performance evaluation for the designated employees.

Performance Evaluation: Each employee will be evaluated on t Tc -pS-g83dpS-g8ever6.94 (al).10 (l)6 p(e
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Rating Scale: Civil Service Rules require that a rating scale be used to rate each competency area. The rating scale includes these descriptors of job performance:

- A. Unsatisfactory
- B. Exceptional – work and behavior consistently exceeded the performance criteria
- C. Successful – work and behavior met the performance criteria
- D. Needs Improvement/Unsuccessful - work and/or behavior did not meet the performance criteria
- E. Not Evaluated – strictly used when an employee has worked less than three calendar months within the evaluation year

Evaluation Meeting: occasion for discussion of the evaluation between the employee and the evaluating supervisor after the Second Level Evaluator has signed and agreed to contents of evaluation; typically occurs in person but may occur virtually if necessary

The evaluating supervisor will be responsible for preparing the employee's evaluation. If more than one level of supervision is involved, all evaluators must agree on the employee's evaluation before it is sent to the Second Level Evaluator in Workday. .

No change shall be made to an employee's evaluation after the employee has signed the evaluation form unless the employee is notified in writing.

C. Responsibility of the Supervisor Preparing the Evaluation

Since performance ratings reflect the entire evaluation year, the supervisor preparing the evaluation has ongoing responsibilities throughout the year to inform the employee of their job performance. (Note: The employee's medical information must NEVER be included in the evaluation.)

The supervisor's responsibilities include:

1. Discussing the employee's performance with the employee throughout the year and advising the employee whether or not the performance meets, exceeds, or fails to meet the established performance standards.
2. Rendering assistance when needed to improve employee performance, and otherwise strengthening the supervisor- employee relationship.
3. Taking or recommending appropriate action when an employee's sustained performance is unsatisfactory in any way.
4. Providing the employee with a reasonable period of time to correct any performance problems.

D. Assigning Ratings

All ratings must be briefly explained in the Overall Evaluation Comments section of the performance evaluation.

An overall evaluation of *Needs Improvement* or

An employee whose official overall evaluation is *Needs Improvement* or *Unsuccessful* may be separated or disciplined in accordance with the rules applicable to the employee's status. Permanent employees have a right to request a review in accordance with the provisions of Civil Service rules 10.11 and 10.12.

Any overall rating of *Needs Improvement* or *Unsuccessful* requires prior approval the Office of Human Resource Management.

E. Evaluation Meeting

The evaluating supervisor must conduct a session with the employee to review the performance evaluation. The employee is expected to acknowledge receipt of the evaluation, typically in Workday. If the employee refuses to acknowledge the evaluation, the evaluating supervisor shall reevaluate the employee in accordance with the provisions of Civil Service rules 10.11 and 10.12.

Performance evaluation ratings are not grievable under PS 80.

IV. SOURCES

Civil Service Rules, Chapter 10, Service Ratings

Civil Service Manual, Part 12, Service Ratings

Civil Service General Circular 1417.