

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 6.010

Title: UNCLASSIFIED STAFF PERFORMANCE EVALUATION

Authority: Board Authority

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Louisiana Community and Technical College System (LCTCS) and the LCTCS Board of Supervisors require annual performance evaluations for each unclassified employee (staff) of the LCTCS and its member colleges. *(Please see policy specific to unclassified faculty for those requirements.)* The performance management process represents a continuous process of planning, communication, evaluation, development, and recognition and reward between the employee and the supervisor.

Performance evaluations are an important tool to assist management in making a wide range of employment decisions (e.g. promotion, reassignment). Although there is not direct link between the evaluation and salary, the results can be considered in making salary decisions. Salary increases will primarily be merit-based; however, the LCTCS Board may authorize other modes of salary increase, as deemed necessary, with appropriate supporting justification.

I. PERFORMANCE EVALUATIONS

The annual performance evaluation provides an opportunity to formally review each employee. The performance evaluation represents an agreement between the employee and supervisor of the critical functions which must be performed and how well the employee is meeting expectations. Supervisors must strive to provide a fair and accurate representation of the employee's performance. Supervisors are evaluated, in part, on how well they manage the performance of their employees.

A. Employees Evaluated

All unclassified staff of LCTCS and its member colleges are covered under this policy. *(Please see the policy specific to unclassified faculty for those requirements.)*

B. Frequency of Evaluations

An annual performance evaluation must be conducted for all unclassified staff of LCTCS and its member colleges.

C. Evaluations Forms

LCTCS and all its member colleges shall use the same standardized unclassified staff evaluation and planning forms. Each college shall develop the standard expectations to align with the mission and values of the college.

D. Evaluation Process

All evaluations shall include a rating scale along with a comments section for the justification of said rating. Comments are required for each section. The performance evaluation shall:

1. Be reviewed and discussed with the employee by the supervisor
2. Be dated and signed by the employee and the supervisor

All rating of “needs improvement” or “unsatisfactory” require a written performance improvement plan.

I. IMPACT ON SALARY INCREASES

Salary increases for employees of the LCTCS and its member colleges will be based on performance and the appropriate level of responsibilities.

A . Performance Rating

Consideration for a salary increase will be given to those employees that receive an overall performance rating of “meets expectations” and above. In no instance will a salary increase, or promotion be granted to an employee with a rating of “needs improvement” or “unsatisfactory”.

B . Current Evaluation on File

Performance evaluations must be completed no more than one year prior to the recommended salary increase.

C. Across the Board Increases

Salary increases will not be awarded across-the-board, without prior LCTCS Board of Supervisors approval.

D. Actively Working and Current Evaluation on File

No merit increase shall be granted an employee out on leave for a period beyond 12 weeks (the maximum allowed under the Family and Medical Leave Act) until such time as the employee has (1) returned to work for a minimum of six months, and (2) has received a “meets expectations” or above performance rating.

E. Limitation of Increases

Merit increases shall be based on the salary in place the day prior to the effective date of the merit increase.

1. No merit increase shall be granted an employee employed for a period of less than six months, or
2. No merit increase shall be granted an employee who has received a salary increase of any type within six months prior to the effective date of the merit increase, unless justification has been provided by the Chancellor and the System President has approved such for recommendation to the Board of Supervisors.

Notwithstanding the above, performance evaluations and salary increases for classified employees are subject to the regulations of the Louisiana Department of State Civil Service.

Please see policy specific to unclassified faculty for those requirements.