



## Southeastern Louisiana University

# Employee Evaluation

### *Classified Employee Handbook*

#### *Part III. Policies Governing the Employment of Classified Employees*

#### *Section E. Employee Evaluation*

## **PERFORMANCE PLANNING AND REVIEW POLICY**

New classified employees hired on probational appointments serve a twenty-four month probation period. A probational employee may be terminated at any time during the probationary period.

Performance and task standards have been established for each position. The supervisor will have a planning session with the employee within 30 days of his/her date of hire so that there will be a clear understanding as to what is considered standard performance of the tasks assigned. At the end of the sixth month of work, the supervisor will be required to formally evaluate the new employee to determine whether to continue probation or to recommend termination.

Classified employees must be evaluated each year within 60 days prior to their respective eligibility date to determine if they qualify for a merit raise, provided funds are available and the employee has not reached the maximum of the pay range. Even employees who are given a satisfactory rating may have their merit raise denied if their performance has not merited a raise. For example, an employee with a tardiness or attendance problem could have their merit raise denied. ADA accommodations and FMLA leave must not be considered when determining whether or not to recommend a merit raise. Supervisors are to consider the University's Strategic Plan when developing performance expectations for employees. Each employee's performance expectations should tie into the university's overall strategic goals. Comments on the Performance Planning and Review forms should be consistent with the ratings given for each factor.

Supervisors are to conduct Performance Planning and Review sessions in a timely manner. Failure to follow proper Performance Planning and Review procedures should be reflected on the supervisor's performance review. Each supervisor should be rated on the Work Group Management and Leadership, and the Performance Planning and Review factors for their subordinate staff. When considering employees for permanent status, merit raises, promotions or reallocations, supervisors are to review and document their consideration of Performance Planning and Review ratings. To ensure that employees' perform their respective jobs to the best of their abilities, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvement. Consistent with this goal, their performance will be evaluated by their supervisor on an ongoing basis. All written performance reviews will be based on overall performance in relation to job responsibilities and will also take into account conduct, demeanor, record of attendance and tardiness along with other related factors.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by a supervisor at any time to advise the employee of the

existence of performance problems. After a supervisor reviews an employee's performance rating with the employee, the employee will have the opportunity to attach comments regarding the evaluation to the appraisal form.

See the Human Resources web site at the following url for more information on Chapter 10 of the Civil Service Rules. You may also access a performance planning and review form and sample expectations.

[http://www.selu.edu/admin/hr/ee\\_and\\_mngr\\_info/manager\\_information/ppr\\_training.html](http://www.selu.edu/admin/hr/ee_and_mngr_info/manager_information/ppr_training.html)