

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.010

**Title: POLICY REGARDING PERFORMANCE EVALUATION
AND SALARY INCREASES**

Authority: Board Action

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Last Revision: 3/12/03

It is the policy of the Louisiana Community & Technical College System that a performance evaluation be conducted on each employee of the system, including faculty and staff, on an annual basis. Salary increases will primarily be merit-based; however, the board may authorize other modes of salary increase, as deemed necessary, with appropriate supporting justification.

Performance Evaluation: A performance evaluation must be on file prior to recommendation of a salary increase for an employee of the system. Standard evaluation instruments will be used, which include:

Job specific performance criteria:

- 1) A rating scale that provides levels of rankings from “exceeds expectations to unsatisfactory” performance.
- 2) Justification for the rating as it relates to specific performance criteria.
- 3) Documentation of the evaluation discussion with the employee.
- 4) For those employees having a rating of “unsatisfactory”, documentation of a plan for improvement of performance within a specific time frame.
- 5) Date and Signature of the supervisor conducting the evaluation.
- 6) Date and Signature of the employee.

Salary Increases: Salary increases for employees of the LCTCS will be based on performance and appropriate level of workload. Consideration for a salary increase will be given to those employees that receive an overall performance rating of “satisfactory” and above. The evaluation must have been completed no more than one year prior to the recommended salary increase. Salary increases will not be awarded across-the-board, without prior board approval. In no instance will a salary increase or promotion be granted to an employee with a rating of “unsatisfactory”.

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 “satisfactory” or above performance rating.

Merit increases shall be based on the salary in place the day prior to the effective date of the merit increase. No merit increase shall be granted an employee employed for a

period of less than six months, or 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, salary increases for classified employees are subject to the regulations of the Louisiana Department of State Civil Service.

Performance Planning and Review of Classified Staff

Each classified employee shall receive a performance planning and review in accordance with the Department of State Civil Service, Chapter 10. The performance review process will correspond with the anniversary date of the classified employee.

Please refer to the Office of Human Resources for specific forms and procedures published by the Department of State Civil Service.

The designated Appointing Authority has determined that the Rating Supervisor is the individual authorized to sign the employee's timesheet. The reviewer is the Rating Supervisor's supervisor.