



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Classified Employee Evaluation

This policy applies to Classified Employees only.

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 conduct a planning session with the employee within 30 days of his/her date of hire to communicate the performance and behavioral expectations of the position.

Classified employees must be evaluated annually between July 1st and August 31st inclusively to determine if they are eligible for a performance adjustment, provided funds are available and the employee has not reached the maximum of the pay range. Even employees who are given a successful rating may have their performance adjustment denied if their performance has not merited a raise. For example, an employee with a tardiness or attendance problem could have their performance adjustment denied. ADA accommodations and FMLA leave must not be considered when determining whether or not to recommend a performance adjustment. Supervisors should 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.

Supervisors shall conduct Performance Evaluation System sessions in a timely manner. Failure to follow proper Performance Evaluation System procedures should be reflected on the supervisor's performance review. When considering employees for permanent status, performance adjustments, promotions or reallocations, supervisors should review and document their consideration of Performance Evaluation System 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.