



S O W E L A
TECHNICAL COMMUNITY COLLEGE
www.sowela.edu

TITLE:	PERFORMANCE EVALUATIONS & SALARY INCREASES	
EFFECTIVE DATE:	July 1, 2003	
LAST REVISION:	June 4, 2008	Policy No. 6.012.1

Policy Statement

PERFORMANCE EVALUATIONS

A written performance evaluation for each employee, including faculty and staff, will be conducted at least on an annual basis. Each written performance evaluation must be on file before any recommendation of a salary increase.

It is every supervisor's duty to conduct the performance evaluation within the prescribed period. Failure to do so may negatively impact the supervisor's own performance evaluation.

There are three (3) main requirements that each supervisor must complete in regards to performance evaluations:

1. Complete an Evaluation and Planning form within 30 days from the hire date (for new hires only).
2. Complete a performance evaluation between May 16 and June 30 of each year (for existing employees).
3. Complete an Evaluation Planning form between May 16 and July 31 of each year (for existing employees).

When conducting a performance evaluation, the following criteria will be used:

1. A rating scale that provides levels of rankings from "outstanding to "unsatisfactory" performance.
2. Justification for the rating as it relates to specific performance shall accompany the performance evaluation form.
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.
7. Employees may add written comments to their evaluation document during the performance evaluation session. All comments will become part of the employees permanent record.

SALARY INCREASES

Salary increases for Sowela Technical Community College (STCC) employees 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 “meets expectations” and above. Consideration for a merit increase will be given to those employees that receive an overall performance rating of “exceeds” and above. The performance 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 “needs improvement” or “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 “exceeds expectations” 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.

Source of Policy: HR
Related Policy: LCTCS

Responsible Administrator: Human Resources
LCTCS Policy Reference: 6.010
LCTCS Guideline Reference: NA

Approved by: _____
Chancellor

Date: _____