



PERFORMANCE EVALUATIONS & SALARY INCREASES

Policy 6.012.3

Effective Date: December 10, 2021
Last Revision Date: July 1, 2015
Department/Office: Office of Human Resources

Purpose

The rules and policies set forth in LCTCS Policy #6.010 “Performance Evaluation and Salary Increases” shall be applicable to all SOWELA Technical Community College’s unclassified, non-civil service employees. Classified employees are covered by Civil Service rules and regulations for the State of Louisiana.

LCTCS Policy #6.010 provides information on Performance Evaluations and Salary Increases, where applicable. Therefore, SOWELA makes further provisions as stated in this policy.

Performance evaluations provide a means for discussing, planning and reviewing the performance of each employee. Regular performance evaluations help employees clearly define and understand their responsibilities, provide criteria by which employees’ performance will be evaluated, suggest ways in which employees can improve performance, help managers distribute and achieve departmental goals, and provide a fair basis for awarding compensation based on merit. Performance evaluations may influence salaries, promotions and transfers. Therefore, it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings. A written performance evaluation will be conducted at least on an annual basis. Supervisors conducting the rating must strive to provide a fair and accurate representation of the employee's performance. Supervisors are evaluated, in part, based on how well they manage the performance of their subordinates.

Scope and Applicability

This policy applies to all Faculty and Unclassified Staff (full-time, part-time and temporary). Performance evaluations and pay increases for classified employees are subject to State Civil Service Rules. As a rule, student workers do not receive a performance evaluation.

Policy Details

A. Performance Evaluation

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 components that each supervisor must complete:

1. Planning Form: within 30 days from the hire date (for new hires only). If an employee is promoted or transferred into a new position, a Planning Form must be completed for the new role.
2. A Performance Evaluation: annually. The review period is from July to June.
3. A Planning Form: annually for the upcoming review period.

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

- A rating scale that provides levels of rankings from "outstanding" to "unsatisfactory" performance.
- Justification for the rating as it relates to specific performance shall accompany the performance evaluation form.
- Documentation of the evaluation discussion with the employee.
- For those employees having a rating of "unsatisfactory", documentation of a plan for improvement of performance within a specific time frame.
- Date and signature of the supervisor conducting the evaluation.
- Date and signature of the employee.
- Employees may add written comments to their evaluation document during the performance evaluation session. All comments become part of the employee's permanent record.

B. Salary Increases

Salary increases for SOWELA 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 “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.

C. Salary Adjustments Associated with Promotion-in-Rank

A full-time faculty member who is granted a change in rank is eligible for an incremental salary adjustment, contingent upon available funds, as long as he/she holds such rank, as follows:

Promotion-in-Rank	Adjustment
Assistant Professor	\$1600
Assistant Master Professor	\$1600
Associate Professor	\$1600
Associate Master Professor	\$1600
Professor	\$1600
Master Instructor	\$1600



Approved by Chancellor: Neil Aspinwall
Neil Aspinwall (Feb 1, 2022 10:35 CST)

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