



1  
2  
3  
4

## POLICY STATEMENT 79 PERFORMANCE EVALUATION SYSTEM FOR CLASSIFIED EMPLOYEES

5  
6

### POLICY DIGEST

7  
8  
9  
10  
11  
12

Primary Monitoring Unit: Human Resources and Business Affairs  
Initially Issued: December 3, 2012  
Last Revised: February 18, 2015 (format updated March 22, 2022)

13

### I. INTRODUCTION

14  
15  
16  
17

The Performance Evaluation System is a tool used to measure individual performance and to develop employees into high-performing individuals. This Performance Evaluation System is effective July 1, 2012 and applies to all classified employees. The performance evaluation year shall be July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

18

### II. EVALUATING SUPERVISOR

19  
20  
21  
22  
23

The Evaluating Supervisor shall be responsible for administering the performance evaluation system for his designated employees in accordance with civil service rules and any applicable agency policies. An Evaluating Supervisor who fails to administer the performance evaluation system in accordance with these Rules shall not be eligible for a performance adjustment for that year.

24

### III. SECOND LEVEL EVALUATOR

25  
26  
27  
28  
29  
30  
31

The Second Level Evaluator is the Evaluating Supervisor's supervisor. The Second Level Evaluator must approve the performance plan and the performance evaluation prepared by the Evaluating Supervisor before they are given to the employee for signature. The Second Level Evaluator shall be responsible for administering the performance evaluation system in accordance with civil service rules and any applicable agency policies. A Second Level Evaluator who fails to administer the performance evaluation system in accordance with these Rules shall not be eligible for a performance adjustment for that year.

32

### IV. PERFORMANCE EVALUATIONS

33  
34  
35

A. Each employee shall be evaluated on his overall performance based on work tasks and behavior standards determined by the evaluating supervisor to be requirements of the employee's job.

36  
37

B. Additionally, each supervisory employee shall be evaluated on his administration of the performance evaluation system as required by these rules.

38

39 **V. PERFORMANCE PLAN AND PERFORMANCE PLANNING SESSION**

40 C. The Evaluating Supervisor shall prepare a performance plan at the beginning of each  
41 evaluation period. The performance plan shall list work tasks and behavior standards on  
42 which the employee's overall performance will be evaluated. These shall be recorded on  
43 the planning and evaluation form.

44 D. The Evaluating Supervisor shall obtain the Second Level Evaluator's signature approval  
45 of the performance planning and evaluation form prior to presenting it to the employee  
46 for final signature.

47 E. After obtaining the Second Level Evaluator's signature approval of the performance  
48 plan, the Evaluating Supervisor will conduct a performance planning session with the  
49 employee.

50 F. During the planning session, the Evaluating Supervisor shall present the performance  
51 planning and evaluation form to the employee and discuss the performance work tasks  
52 and behavior standards on which he will be evaluated and the performance that will be  
53 expected of him during the coming evaluation period.

54 G. The Evaluating Supervisor and the employee shall sign and date the performance  
55 planning and evaluation form to document the planning session. The employee shall be  
56 given a copy of the form. Should the employee decline to sign the performance planning  
57 and evaluation form, the Evaluating Supervisor shall note this on the form and record the  
58 date that the planning session occurred. An employee cannot prevent the planning  
59 session from becoming official by refusing to sign the form.

60 H. Planning sessions shall be conducted during the first three (3) calendar months  
61 following:

- 62 1. the appointment of a new employee;
- 63 2. the permanent movement of an employee into a position having a different position  
64 number with significantly different duties;
- 65 3. the beginning of the new performance evaluation year (no later than 9/30).

66 I. A performance planning session may be conducted when:

- 67 1. the employee gets a new Evaluating Supervisor,
- 68 2. performance expectations change, or
- 69 3. the Evaluating Supervisor deems a performance planning session is appropriate.

70 **VI. OVERALL PERFORMANCE EVALUATION**

71 A. At the end of the performance evaluation period, the Evaluating Supervisor shall assign  
72 one of the three values listed below to the employee's overall performance based upon  
73 the work tasks and behavior standards established in the performance plan.

74 **Exceptional**: Work and behavior consistently exceeded the performance criteria.  
75 Documentation required.

76 **Successful**: Work and behavior met the performance criteria.

77 **Needs Improvement/Unsuccessful**: Work and/or behavior did not meet the  
78 performance criteria. Documentation required.

79 B. An Evaluating Supervisor may elect to assign an employee who worked less than three  
80 calendar months within the performance evaluation year a default overall evaluation of  
81 "Not Evaluated." An overall evaluation of "Not Evaluated" shall have the same effect as  
82 an evaluation of "Successful." "Not Evaluated" evaluations may be given **only** when:

- 83 1. the employee is active as of June 30<sup>th</sup>, the end of the performance year, and
- 84 2. the employee has worked less than three (3) months at the evaluating agency within  
85 the performance year, and
- 86 3. the appointing authority determines that not enough time has elapsed to create an  
87 evaluation for the employee.

88 C. When an evaluation is in violation of these rules, the employee shall receive an overall  
89 evaluation of "Unrated." "Unrated" evaluations shall have the same effect as an  
90 evaluation of "Successful."

## 91 VII. OFFICIAL PERFORMANCE EVALUATIONS AND EVALUATION SESSIONS

92 A. Official performance evaluations are required for **all** classified employees. The  
93 Evaluating Supervisor shall base the official evaluation of the employee's performance  
94 on the work tasks and behavior standards as stated on the performance planning and  
95 evaluation form.

96 B. Official evaluations shall be made after the performance year has ended and must be  
97 rendered no later than September 30<sup>th</sup>. All official overall evaluations will be recorded  
98 with an effective date of July 1<sup>st</sup>.

99 C. Evaluations become official on the date they are rendered. No evaluations shall be  
100 rendered after September 30<sup>th</sup>. To render an official evaluation, the Evaluating  
101 Supervisor shall:

- 102 1. complete a performance evaluation form after June 30<sup>th</sup> of the evaluation year,
- 103 2. provide documentation to support an evaluation of "Needs Improvement/  
104 Unsuccessful" or "Exceptional,"
- 105 3. obtain the Second Level Evaluator's signed approval of the evaluation form prior to  
106 discussion with the employee,
- 107 4. discuss the evaluation with the employee and present the evaluation form to the  
108 employee to be signed and dated, and

109 5. give the employee a copy of the evaluation form with his official overall evaluation  
110 noted.

111 D. When an employee is not available, the provisions of this rule shall be satisfied when  
112 notification to the employee is made by mail. If the employee is notified by mail, the  
113 notification shall be deemed timely if it was mailed to the employee's most recent  
114 address on or before September 30th, as evidenced by official proof of mailing. The  
115 agency must maintain documentation that the employee was notified on or before  
116 September 30th.

117 E. Should the employee decline to sign the performance evaluation form, the Evaluating  
118 Supervisor shall note this on the form and record the date that the evaluation session  
119 occurred. An employee cannot prevent the evaluation from becoming official by refusing  
120 to sign the form.

121 F. Evaluations of "Unrated" shall be indicated on the final overall performance evaluation  
122 form by the Evaluating Supervisor, Second Level Evaluator, or Human Resources  
123 officer. An employee shall be notified when he has been assigned an official overall  
124 evaluation of "Unrated".

## 125 VIII. EFFECTS OF THE NEEDS IMPROVEMENT/UNSUCCESSFUL EVALUATION

126 A. An evaluation of "Needs Improvement/Unsuccessful" is not a disciplinary action.

127 B. Any employee whose official overall evaluation is "Needs Improvement/Unsuccessful"  
128 shall **not** be:

129 1. eligible for a performance adjustment, a promotion or permanent status, or

130 2. detailed to a higher level position unless approved in advance by the Director of Civil  
131 Service.

132 C. An employee whose official overall evaluation is "Needs Improvement/Unsuccessful"  
133 may be separated or disciplined in accordance with the rules applicable to the  
134 employee's status.

135 D. Permanent employees shall have a right to request a review in accordance with the  
136 provisions of rules 10.11 and 10.12.

## 137 IX. EFFECT OF THE ABSENCE OF AN OFFICIAL EVALUATION

138 An employee who is not evaluated in accordance with the provisions of these rules shall have  
139 an official overall evaluation of "Unrated" on the evaluation effective date of July 1<sup>st</sup>. Permanent  
140 employees shall have a right to request a review in accordance with the provisions of rule 10.11.  
141

## 142 X. RECORD KEEPING AND REPORTING REQUIREMENTS

143 A. Each completed performance evaluation form shall be kept in the agency Human  
144 Resource office or other designated, secure location not accessible to the public, and  
145 shall not be considered a public record. Completed forms must be available upon  
146 request to the Department of Civil Service for auditing purposes, to other agencies of the

147 State of Louisiana for purposes of checking employment references and to the  
148 employee.

149 B. Each Appointing Authority shall annually report to the Director of Civil Service, in such  
150 manner as the Director prescribes, information about evaluations given during the  
151 previous year ending June 30<sup>th</sup>. The Director of Civil Service may require more frequent  
152 reporting as needed.

## 153 **XI. AGENCY REVIEW**

154 A. A permanent employee who receives an overall performance evaluation of “Unrated” or  
155 “Needs Improvement/Unsuccessful” may request an official review of that evaluation by  
156 an Agency Reviewer(s).

157 B. The appointing authority shall designate the Agency Reviewer or an Agency Review  
158 Panel. The Reviewer(s) shall not be either the Evaluating Supervisor or the Second  
159 Level Evaluator who signed the evaluation being reviewed.

160 C. The official overall evaluation may only be changed by the Agency Reviewer(s).

161 D. A request for review must be submitted in writing and be postmarked or received in the  
162 employing agency’s Human Resources office no later than October 15<sup>th</sup> following the  
163 evaluation year. In the request for review, the employee must explain and provide  
164 supporting documentation for the request for review.

165 E. If the request for review is timely, the Agency Reviewer(s) must review the employee’s  
166 request, the evaluation given and any supporting documentation provided. The  
167 contested evaluation must be discussed with the employee and the Evaluating  
168 Supervisor.

169 F. The Agency Reviewer(s) shall give the employee, the Evaluating Supervisor, and the  
170 Human Resources office written notice of the results of their review. This notification  
171 shall be provided no later than November 15<sup>th</sup>. Any change in evaluation shall be  
172 retroactive to July 1<sup>st</sup>.

173 G. The performance evaluation form, the employee’s request for review, the Agency  
174 Reviewer(s)’ decision, and the supporting documentation attached to the performance  
175 evaluation, as well as any documents requested from the employee or supervisor during  
176 the review, shall be maintained in the employee’s official personnel file or other secured  
177 performance file maintained in Human Resources.

## 178 **XII. REQUEST FOR REVIEW BY THE DIRECTOR OF CIVIL SERVICE**

179 A. A permanent employee who receives an overall evaluation of “Needs  
180 Improvement/Unsuccessful” following an Agency Review may request to have his  
181 performance file reviewed by the Director or the Director’s designee.

182 B. A request for review under this rule must be postmarked or received by the Director no  
183 later than 10 calendar days following the date the employee received the Agency  
184 Review decision. In the request, the employee must explain why he is contesting the  
185 decision of the Agency Reviewer(s).

186 C. If the request for review is timely, the Director or his designee shall obtain and review the  
187 employee's performance file. The Director may either affirm the overall evaluation or  
188 change the overall evaluation to "Unrated". The Director's decision shall be final.

189 D. The Director shall provide a written decision to the employee, the Evaluating Supervisor,  
190 and the Human Resources Officer no later than thirty (30) calendar days following the  
191 date the request for review was received.

192 **XIII. GRIEVANCE PROCESS**

193 The agency's grievance process shall not be used to review or reconsider evaluations or a  
194 procedural violation of these rules.

**Employee Information**

Dept/Office/Section/Unit: <input type="text"/>	Employee Personnel #: <input type="text"/>
Employee Name: <input type="text"/>	Performance Year: <input type="text"/>
Employee Title: <input type="text"/>	Evaluation Period: <input type="text"/>



**Initial Planning Session**

**Step #1 - Evaluating Supervisor (SCS Rule 10.2):**

Signature: <input type="text"/>			
Personnel #: <input type="text"/>	Date Given to Second Level Evaluator: <input type="text"/>		

**Step #2 - Second Level Evaluator (SCS Rule 10.3):**

Signature: <input type="text"/>			
Personnel #: <input type="text"/>	Date Approved (Must be on or before planning session): <input type="text"/>		

**Step #3 - Employee:**

Employee Signature: <input type="text"/>	Date: <input type="text"/>
--	----------------------------

*By signing and dating this form, I am certifying that my evaluating supervisor conducted a planning session with me on the date shown.*

**Updated Planning Sessions (Optional):**

Date Conducted: <input type="text"/>	Supervisor Initial: <input type="text"/>	Employee Initial: <input type="text"/>
Date Conducted: <input type="text"/>	Supervisor Initial: <input type="text"/>	Employee Initial: <input type="text"/>
Date Conducted: <input type="text"/>	Supervisor Initial: <input type="text"/>	Employee Initial: <input type="text"/>

**Agency Human Resources Office Use Only (Optional)**

Date Planning Received in Human Resources: <input type="text"/>	Human Resources Staff Initial: <input type="text"/>	Evaluating Supervisor Compliance (Y/N) <input type="text"/>	Second Level Evaluator Compliance (Y/N) <input type="text"/>
---	---	---	--

Evaluation Session			
Step #1 - Evaluating Supervisor (SCS Rule 10.2):			
Signature:			
Personnel #:	<input type="text"/>	Date Given to Second Level Evaluator:	<input type="text"/>
Step #2 - Second Level Evaluator (SCS Rule 10.3):			
Signature:			
Personnel #:	<input type="text"/>	Date Approved (Must be on or before evaluation session):	<input type="text"/>
Step #3 - Employee:			
Employee Signature:	<input type="text"/>	Date:	<input type="text"/>
By signing and dating this form, I am certifying that my evaluating supervisor conducted an evaluation session with me on the date shown.			
<b>Employee Statement (Only if Employee is NOT Signing Form for purposes of Evaluation):</b> <input type="checkbox"/> I have decided not to sign this form, but I acknowledge that I received a copy of the evaluation and understand that my failure to sign will not prohibit the evaluation from becoming official for the performance year.			
<b>If employee did not sign above, or chose not to sign the form, please indicate whether the employee was given or mailed a copy of the evaluation below:</b>			
Mailed	<input type="checkbox"/>	Given	<input type="checkbox"/>
<b>Overall Evaluation:</b> (Select only one evaluation)			
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Successful	<input type="checkbox"/> Needs Improvement/Unsuccessful	
<input type="checkbox"/> Not Evaluated	<input type="checkbox"/> Unrated - If Unrated, select sub-category:		<input type="checkbox"/> Never Rendered <input type="checkbox"/> Untimely <input type="checkbox"/> Violation of Chapter 10
Agency Human Resources Office Use Only (Optional)			
Date Evaluation Received in Human Resources:	<input type="text"/>	Human Resources Staff Initial:	<input type="text"/>
Evaluating Supervisor Compliance (Y/N)	<input type="text"/>	Second Level Evaluator Compliance (Y/N)	<input type="text"/>

