



Policy # 53030-A

PERFORMANCE ACHIEVEMENT SYSTEM (PAS) FOR CLASSIFIED EMPLOYEES

Effective Date: July 1, 2008

Revised Date: July 18, 2022

Responsible Office: Human Resources

Division: Operations

I. PURPOSE/OBJECTIVE

To set forth rules for governing planning and performance appraisals for classified employees.

II. STATEMENT OF POLICIES

In accordance with Civil Service Rules contained in Chapter 10, the planning and performance evaluation of each classified employee shall be completed by the direct supervisor as outlined in the departmental organizational chart.

A performance planning session shall be conducted by the Rating Supervisor no later than 90 calendar days after:

- (1) the appointment of a new employee
- (2) the movement of an employee into a position having a different position number and significantly different duties or
- (3) July 1st through September 30th annually for current employees

A performance planning session is also required when an employee gets a new Rating Supervisor or when performance expectations change.

A performance evaluation session shall be conducted by the Rating Supervisor July 1st through August 31st annually for current employees.

Market Adjustments will be granted to all eligible classified employees annually. Eligible employees must have been a Probationary/Permanent employee with the State of Louisiana on January 15, salary can't exceed the maximum for the appropriate schedule and must not have a rating of Unsuccessful/Needs Improvement on the previous rating year in the Performance Achievement System (PAS).

A. Supervisors of Classified Employees are required to:

1. maintain an employee work file on all subordinate employees
2. conduct departmental staff meetings (a minimum of once monthly) to communicate updates on goals, objectives, policies, and procedures

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3. ensure that performance expectations (detailed goals/objectives) have been communicated and documented in the Performance Achievement System with each employee that he/she supervises within the time frame specified by the PAS process
4. ensure that the performance of each employee is rated on a timely basis
5. ensure that the rating is based on the employee's job performance
6. discuss employee plannings and ratings with the 2nd Level Supervisor/VP prior to meeting with the employee
7. immediately discuss performance issues that need improvement with the employee and provide appropriate documentation for issues that have not met expectations; and, develop a detailed plan of corrective action
8. ensure that on-going communication exists and includes honest discussions regarding the employee's performance of the documented expectations for achieving departmental goals
9. provide documentation that supports a recommendation to deny a market adjustment
10. forward supporting documentation for a "Needs Improvement/Poor" or "Exceptional" overall rating to the Office of Human Resources
11. ensure that Civil Service Position Descriptions (SF-3) for subordinates are accurate and that any significant changes in the duties and/or responsibilities (permanently or temporarily) are updated and reported to the Human Resources Analyst C within fifteen (15) days of the change
12. facilitate training for subordinates as needed
13. ensure that the Planning/Evaluation is completed in the PAS by the specified deadline date

B. 2nd Level Evaluators are required to:

1. A 2nd level evaluator approves the performance plan and evaluation created by the evaluating supervisor before it is discussed with the employee. This provides the 2nd level evaluator the ability to assess if performance plans and performance evaluations are developed and carried out by their subordinate supervisors in accordance with the agency's mission. It allows for consistency and less subjectivity when managing performance.

C. Classified Employees are required to:

1. perform duties outlined in the position description (SF-3)
2. execute the work/behavior expectations as listed in the PAS
3. execute written and verbal instructions from the supervisor as part of the job performance
4. request clarification from the supervisor when the performance expectations are not understood
5. remind the supervisor if the planning/rating is not done

6. submit a written request to the Designated Reviewer, the Chief Operating Officer or designee, if you are not in agreement with an overall rating or a factor rating within fifteen days
7. maintain a record of your significant achievements

III. SANCTIONS FOR NON-COMPLIANCE

Supervisors of Classified employees who do not execute the PAS Planning/Evaluation within the deadline date:

- 1st Offense-Verbally Warning
- 2nd Offense-Written reprimand
- 3rd Offense-Not eligible for next increase
- 4th Offense-Recommended, by the respective Vice President to the President, for a three day suspension without pay- Unless due to unforeseeable circumstances
- 5th Offense- Determined by the University President