



## ***SULC Administrative Staff Performance Evaluation Policy***

### **7-001**

<b>Responsible Unit:</b> Southern University Law Center	<b>Effective Date:</b> February 2014
<b>Responsible Official:</b> Law Center Chancellor	<b>Last Reviewed Date:</b> February 23, 2021
	<b>Last Revised Date:</b> March 9, 2021
<b>Policy Classification:</b> Human Resources	<b>Origination Date:</b> February 2014

#### **I. Policy Statement and Rationale**

The Southern University Law Center has two categories of employees whose performance evaluations shall be July 1<sup>st</sup> through June 30<sup>th</sup> of each fiscal year ([www.sus.edu](http://www.sus.edu)).

##### ***Classified Personnel***

The performance evaluations are instituted to measure individual performance and to develop employees into high-performing individuals. ([www.sus.edu](http://www.sus.edu)).

##### ***Unclassified Personnel***

The annual performance appraisal provides a means to discuss, plan, and review the performance of each non-faculty employee. ([www.sus.edu](http://www.sus.edu)).

#### **II. Policy Scope**

This policy applies to classified and unclassified employees.

#### **III. Administrative Staff Performance Evaluation Policy Definition**

1. Performance Policy: A requirement instituted by the Louisiana State Civil Service and governed by the guidelines to all agencies under the Louisiana State Civil Service about performance evaluations that will provide to the employees an explanation of what is expected from them, their work performance in relevance to the expectations by providing feedback. ([www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov)).
2. Louisiana State Civil Service: Defined by the State Constitution as everyone employed by a state agency or by a joint state/federal or state/local agency,

“regardless of the source of funds used to pay for such employment.” The only exception is commissioned State Police officers, who are in a separate civil service system. ([www.civilservice.gov](http://www.civilservice.gov)).

The constitution divides the state civil service into “classified” and unclassified” employees and states that “Persons not included in the unclassified service are in the classified service.” The constitution designates certain s0pecific categories of employees as unclassified and gives the State Civil Service Commission the authority to designate other positions as unclassified as it deems appropriate. ([www.civilservice.gov](http://www.civilservice.gov)).

3. Classified: Are positions and the employees who serve in them are subject to the provision of the Civil Service Rules. This means that classified employees:
  - Must be hired in an open, competitive manner prescribed by State Civil Service (SCS);
  - Must meet statewide minimum qualification standards set by SCS;
  - Must be paid in accordance with the rules;
  - May only be disciplined (for cause) or removed after being provided due process; and
  - May not participate in political activities related to the support of any political candidate, party or faction at any level of government, including federal or local, as well as state. ([www.civilservice.gov](http://www.civilservice.gov)).
  
4. Unclassified: Are positions whereas unclassified employees:
  - May participate in political activities;
  - May be separated without cause or due process; and
  - Serves at the pleasure of the appointing authority, i.e. they are “*at will*” employees. ([www.civilservice.gov](http://www.civilservice.gov)).

#### IV. Policy Development and Implementation Procedures

1. The Civil Service Rules govern personnel practices and are binding for state classified employees in all state agencies and departments. These Rules are adopted and amended in open hearings by the State Civil Service Commission. Authority for the rules is derived from Article X of the Louisiana State Constitution ([www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov)).
  
2. The Performance Evaluation policy changes made by the Louisiana Civil Service will be conveyed to all Human Resources departments under their jurisdiction. SUS Human Resources will update its website and notify the Chancellor referencing any performance evaluation policy change. The Chancellor or the Chancellor’s designee will notify department heads/supervisors of policy changes to ensure that

performance evaluations are done according to the policy set forth by Louisiana Civil Service.

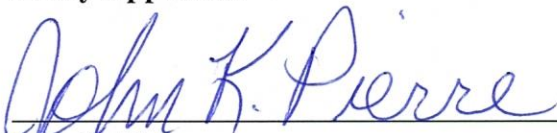
**V. Policy History and Review Cycle**

1. The Chancellor shall be responsible for ensuring that the Performance Evaluation Policy is implemented according to the guidelines set forth by the Louisiana State Civil Service through the SUS Human Resources department.
2. This Policy was last revised in February 2014 and updated on March 8, 2021 to conform to the Southern University System's Policy on Policies.
3. To ensure availability to this policy, SULC personnel will have access to the appropriate links.

**VI. Publication of Policy**

Access to this policy is published on the SULC website at [www.sulc.edu](http://www.sulc.edu).

**Policy Approval:**



John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



Date: