1. **Question:** What does the phrase “neither the supervisor nor anyone in his/her direct line of supervision will receive an increase in compensation” mean exactly?

   **Answer:** If any academic or professional supervisor of a classified employee does not complete the performance evaluation of that classified employee within 60 calendar days before or on the employee’s anniversary date, neither the supervisor nor his supervisor’s supervisor, on up to and including the chair of the Board of Supervisors, will receive an increase in compensation (including promotions, merit increases, equity increases, or increases for additional duties).

2. **Question:** If a rating is missed one year, when will the supervisor become eligible for compensation increases again?

   **Answer:** All impacted supervisors will become eligible for compensation increases on the employee's next anniversary date.

3. **Question:** I am a classified supervisor of a classified employee. If I miss my employee’s evaluation, how will that impact my unclassified supervisor?

   **Answer:** Failure to conduct your employee’s evaluation will result in your ineligibility for a merit increase that year, in addition to an "unrated/satisfactory by default" rating for your employee. However, your unclassified supervisor will not be negatively affected.

4. **Question:** If merit increases are not being given, are performance evaluations required?

   **Answer:** Yes; the Department of State Civil Service still requires compliance with Chapter 10 regardless of the status of merit increases for classified employees. Performance evaluations serve as a foundation for aligning employee performance with institutional plans and goals. Performance ratings should also be used as a basis for actions apart from merit increases including promotions, career development, training, and recording job performance strengths and weaknesses for future action.

5. **Question:** I'm an academic or professional supervisor and I've missed the deadline for conducting my classified employee's evaluation, which resulted in an "unrated/satisfactory by default" rating. Can I avoid the negative impact to the chain of command if I eventually conduct the evaluation?

   **Answer:** No; if the evaluation is not completed within 60 calendar days before or on the classified employee’s anniversary date, neither the unclassified supervisor nor anyone in his/her direct line of supervision (up to and including the chair of the Board of Supervisors) will receive an increase in compensation (including promotions, merit increases, equity increases, or increases for additional duties).
6. **Question:** I am a supervisor of a classified employee and will be on extended leave during the employee's anniversary date. Is a performance evaluation required? If so, what steps should I take to ensure compliance?

   **Answer:** Every effort should be made to evaluate your classified employee within 60 calendar days before or on the classified employee’s anniversary date. However, if this is not possible, the chain of command or the person designated as the supervisor in your absence should complete the evaluation. The temporary supervisor may need input from others who have observed the employee’s performance.

7. **Question:** I am a supervisor of a classified employee and am on Academic Year pay basis. Is a performance evaluation required for my employee if his/her anniversary date is during the summer while I am not in a paid status? If so, what steps should I take to ensure compliance?

   **Answer:** Every effort should be made to evaluate your classified employee within 60 calendar days before or on the classified employee’s anniversary date. However, if this is not possible, the chain of command or the person designated as the supervisor in your absence should complete the evaluation. The temporary supervisor may need input from others who have observed the employee’s performance.

8. **Question:** I supervise a classified employee who has tendered his/her resignation effective one week after his/her anniversary date. Is a performance evaluation required?

   **Answer:** Yes; compliance is required regardless of anticipated separation date.

9. **Question:** My classified employee will be out on FMLA leave on his/her anniversary date. Will this situation be considered an exception?

   **Answer:** No; when an employee is not available and the employee has worked enough time (see 10a) since the last anniversary date to sufficiently rate the employee’s performance, the completed evaluation should be mailed by certified mail to the employee before the employee’s anniversary date.

10. **Question:** Are there any acceptable reasons for not rating a classified employee?  
    **Answer:** Yes; in situations where the employee has not worked long enough to have their performance evaluated. There are two instances that if, and only if, one of the following circumstances applies:

    a) The employee was absent for an extended period of time (usually more than 9 months) during the rating period which effectively makes it impossible to evaluate his performance, or,
    b) The employee has transferred into the department from another state department within 90 days of the anniversary or rating date.

   **Note:** Transfer employees from department to department within LSU are still subject to Civil Service Rules and Act 377.
11. **Question:** I am a new supervisor who was just hired one month before my employee's anniversary date. What is my responsibility in evaluating my classified employee?

   **Answer:** Generally, the supervisor evaluating the employee should be the person who is in the best position to observe and document the employee's performance. Therefore, the new supervisor may need input from another supervisor who fits this definition. Contact HRM for guidance if needed.

12. **Question:** Are there any other reasons that I should meet with my employee to discuss their performance?

   **Answer:** Yes; in addition to the annual review, Performance Planning sessions should be conducted when:

   a) The employee receives a promotion or reallocation during the rating period. The supervisor should conduct the planning session to inform the employee fully of the performance requirements of the job no later than 30 days after the personnel action is processed.

   b) An employee is hired. New employees must receive a planning session within 30 days of their appointment. This is followed by the normal annual review that should take place within 60 days of the end of the first six months of continuous service.

   c) Per PS-39, it is the supervisor’s responsibility to discuss with the employee their performance throughout the year, provide assistance as needed, take appropriate action if needed, and provide the employee a reasonable period of time to correct any performance problems.

   The PS-39 Performance Evaluation located on the HRM website form should be used for Performance Planning of Classified employees.

13. **Question:** How do I determine my classified employee's anniversary date?

   **Answer:** The HR Contact assigned to your unit will have access to the Human Resource System and will be able to notify you of the date. To assist in the timely completion of classified evaluations, HRM will also issue reminders to the department and supervisor approximately 45 days and again approximately 15 days prior to the evaluation date.