



Title: Performance Evaluation and Salary Increases

Effective Date: 04-25-2019

Last Revision Date: Feb 2019

Cancellation:

Department/Office: Human Resources

Performance Evaluation and Salary Increases

PURPOSE

It is the policy of the Nunez Community College that a performance evaluation be conducted on each employee of the college, including faculty and staff, on an annual basis.

SCOPE

Salary increases will primarily be merit-based; however, the Chancellor may authorize other modes of salary increase, as deemed necessary, with appropriate supporting justification.

POLICY

Performance Evaluation

A performance evaluation must be on file prior to recommendation of a salary increase for an employee of the system. Standard evaluation instruments will be used, which include: Job specific performance criteria:

- 1) A rating scale that provides levels of rankings from “exceeds expectations to unsatisfactory” performance.
- 2) Justification for the rating as it relates to specific performance criteria.
- 3) Documentation of the evaluation discussion with the employee.



- 4) For those employees having a rating of “unsatisfactory”, documentation of a plan for improvement of performance within a specific time frame.
- 5) Date and Signature of the supervisor conducting the evaluation.
- 6) Date and Signature of the employee.

Salary Increases

Salary increases for employees of the LCTCS 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 “satisfactory” and above. The 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 “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 month; 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.



Policy & Procedure No. 6.010
Nunez Community College

X	Reviewing Council/Entity	Review Date	Effective Date
X	Human Resources	Nov 2018	
X	College Compliance Committee	02-20-2019	
X	Chancellor's Council	04-25-2019	

Policy Referenced: LCTCS Policy # 6.010

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Chancellor's Signature/Approval

SIGNATURE: 

DATE: 04-25-2019

Tina M. Tinney, Ed.D.
Chancellor