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HR Handbook Update No. 2014 - 0004

Issue Date: April 9, 2014

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: State Civil Service Director's Policy
Fiscal Year 2014-2015 Performance Evaluation System Update

The [Performance and Evaluation System \(PES\) Form](#) has been revised and will be required for use **effective July 1, 2014** for the planning of classified employees for performance year July 1, 2014 through June 30, 2015.

This is to advise agency personnel that the following sections of the HR Handbook have been updated to reflect the requirement of the new PES Form. Be further advised that an optional form entitled [PES Interim Discussion Form](#) has also been added to the HR Handbook.

- [Chapter 10 – Job Aids and Resources – PES Toolbox](#)
- [Forms](#)

REASON FOR THE CHANGE: The revised form helps to clarify the PES workflow process during planning and evaluation sessions. The optional form was created for ease of use for Supervisors who conduct interim performance discussions throughout the year.

EFFECTIVE DATE: July 1, 2014

If you have any questions, please contact your Employee Relations Consultant at (225)342-8274.

Sincerely,

Shannon S. Templett
Director