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HR Handbook Update No. 2014 – 0014

Issue Date: November 3, 2014

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapter 10: Performance Evaluation System (PES) Guidelines

REASON FOR THE UPDATE: To provide clarifying directives concerning violation of Rules 10.6 and/or 10.7, as well as informative referencing of [General Circular 2014-026](#) regarding classified positions that report to an unclassified Executive Director or Agency Head.

EFFECTIVE DATE: November 3, 2014

This update is to advise that the following items in Chapter 10 concerning Performance Evaluation (PES) Guidelines have been updated:

PES Rule by Rule

A Note Box has been added in Rule 10.3 to reference the statewide approval provided by General Circular 2014-026. It is the Director's policy that classified positions that report to an unclassified Executive Director or Agency Head are not required to have second level Evaluator approval on their official PES planning or evaluation.

PES Guidelines

Information has been provided to clarify that violations of Rule 10.6 and/or 10.7 will cause an overall evaluation to be Unrated. The absence of a performance plan will not cause the overall evaluation to be "Unrated," although it will impact the performance adjustment eligibility of the Evaluating Supervisor and possibly the Second Level Evaluator.

PES Rule Violations

A statement has been added under the *Rule Violations – Evaluation* section to clarify that violations of Rules 10.6 and/or 10.7 will cause the evaluation to be "Unrated" which has the same effect as "Successful." The chart has been reformatted to show common rule violations.

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

Sincerely,

Shannon S. Templett
Director