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DATE: July 12, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Performance Evaluation System (PES) Fiscal Year 2012-2013

The transition from Performance Planning and Review (PPR) system to the Performance Evaluation System (PES) has finally concluded. Beginning July 1, 2013, and in accordance with Chapter 10 of the State Civil Service (SCS) Rules, all classified employees, except for those serving in when actually employed (WAE) status, are required to be rated using PES. As this is the first year post-transition, we are sending this notification as a reminder of important information and dates to agency heads and human resources directors so that rating supervisors in your agency rate their employees in accordance with the Chapter 10 rules.

The following chart provides the dates and deadlines for conducting PES evaluations for FY 2012-2013 and the PES planning sessions for FY 2013-2014. Appointing authorities are welcome to set internal deadlines for control purposes.

Performance Evaluation YEAR	July 1st – June 30th (FY 2012-2013)
Performance Planning	July 1st – September 30th (FY 2013-2014)
Performance Evaluation	July 1, 2013 – August 31, 2013
Effective date of Evaluation	July 1, 2013
Effective date of Performance Adjustment	October 1, 2013
Deadline to request an Agency Review	September 15, 2013
Deadline for Agency to render decision	October 15, 2013
Deadline to request a C.S. Director’s review	10 calendar days from the date the Agency Reviewer rendered the decision to the employee.

Deadline for C.S. Director to render decision	30 calendar days from the time they receive the PES file from the agency's HR Director.
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Please be reminded that in accordance with SCS Rule 15.2.1(c), issuance of performance adjustments granted to any employee whom the appointing authority has deemed eligible must be disbursed effective October 1, 2013. If an appointing authority determines that he must reduce performance adjustments or that he will be unable to grant performance adjustments at all, he must do so as part of a layoff avoidance plan as provided for in Chapter 17 of the SCS Rules. Layoff avoidance plans must be submitted to the Director of Civil Service no later than September 30, 2013. Please refer to the HR Handbook under Layoff Issues Section 4 – Layoff Forms, Examples and Templates for a copy of template #14, **Layoff Avoidance, Expenditures Associated with Performance Adjustments**.

Should you have any questions regarding the Performance Evaluation System, feel free to contact your Employee Relations Consultant at (225) 342-8274. We look forward to assisting you as we move forward with the new evaluation system.

Sincerely,

s/Shannon S. Templet
Director