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## **GENERAL CIRCULAR NUMBER 2013-030**

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**DATE: October 31, 2013**

**TO: Heads of State Agencies and Human Resources Directors**

**SUBJECT: Exceptions to Civil Service Rules 10.2 and 10.3 for FY 2012-2013 and FY 2013-2014**

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The Department of State Civil Service continues to monitor the implementation activities of the Performance Evaluation System that was adopted by the State Civil Service Commission in December of 2011. Implemented in Fiscal Year 2012-2013, the new system outlined specific responsibilities of the Evaluating Supervisor and the Second Level Evaluator. Civil Service Rule 10.2 (Evaluating Supervisor) and Rule 10.3 (Second Level Evaluator) indicate that failure on the part of either evaluator to administer the performance evaluation system in accordance with Civil Service Rules and/or agency policy shall result in the evaluator not being eligible for a performance adjustment.

Due to a number of unforeseen circumstances that have resulted from the transition to the new performance evaluation system, the Director of State Civil Service is granting a statewide exception under Civil Service Rule 10.13 for Evaluating Supervisors and Second Level Evaluators who failed to administer the performance evaluation system in accordance with Rule 10.2 and 10.3. This exception is being granted for FY 2012-2013 and FY 2013-2014. Individual requests from agencies to grant these exceptions will not be required.

Beginning with the required Planning Sessions for Fiscal Year 2014-2015, (i.e. July 1, 2014 – June 30, 2015) Rules 10.2 and 10.3 shall apply to all Evaluating Supervisors and Second Level Evaluators. Failure to administer the performance evaluation system in accordance with Chapter 10 will result in ineligibility for performance adjustments.

State Civil Service will continue to work closely with the human resources community and state supervisors to ensure proper administration of the performance evaluation system.

Sincerely,

Shannon S. Templet  
Director