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## GENERAL CIRCULAR NUMBER 2014-009

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**DATE:** April 9, 2014

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

**SUBJECT:** Fiscal Year 2014-2015 Performance Evaluation System Update

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### **Performance Evaluation Form – Revised effective April 2014**

Please be advised that the Department of State Civil Service (SCS) has issued a new Planning and Evaluation Form for the Performance Evaluation System (PES). This form replaces the form which was issued during the implementation of the PES in July 2013. Form revisions were based on feedback received from state agency users. The form has been separated into three parts consisting of the following:

- one page for the Initial Planning Session,
- one page for the Evaluation Session, and
- a final page for listing and documenting expectations for employees.

In addition, a separate [PES Interim Discussion form](#) has been created for those agencies which conduct interim performance sessions throughout the year. Use of the PES Interim Discussion form is optional.

Agencies may continue to use the current form for evaluation sessions, which will occur between July 1, 2014 and August 31, 2014, as State Civil Service recognizes that the planning sessions for Performance Year July 1, 2013 through June 30, 2014 have already been conducted on the current form. **However, the new form will become mandatory for use during the planning period which will be conducted between July 1, 2014 and September 30, 2014, for Performance Year July 2014 through June 2015.**

Human Resources officers can find a copy of the [new PES form](#) and the Interim Performance Discussions form in both the HR Handbook under the **Job Aids and Resources > PES Toolbox** link in Chapter 10 as well as under the **Forms** link on the State Civil Service website.

Agencies are reminded that use of the SCS Performance Evaluation Form is mandatory unless the agency has been granted approval by the SCS Director under Civil Service Rule 10.1(b) to utilize an alternative format.

### ***Performance Evaluation System Training***

As a reminder, the Training Workforce and Development Division of State Civil Service offers web-based training on the Performance Evaluation System (PES). These courses provide all state employees, including employees, supervisors, and second level reviewers with information about the importance of a performance evaluation system. Courses can be accessed through the Louisiana Employees Online system (LEO).

Course information is also available on the SCS website at the following link:

<http://www.civilservice.louisiana.gov/Divisions/Training/CPTPLearner/PerformanceEvaluation.aspx>

### ***Layoff Avoidance Measures – Performance Adjustments***

In accordance with Civil Service Rule 17.6, in the event an appointing authority determines that it is necessary for his agency to not grant or to reduce performance adjustments for Fiscal Year 2014-2015 in order to avoid or reduce layoffs, his request must be approved by the SCS Director prior to October 1, 2014. Appointing authorities should use the SCS Template #14—[Performance Adjustments—Withholding or Reductions](#), which can be found in Chapter 17 of the HR Handbook.

If you have questions about this General Circular or the use of the new form, please contact your Employee Relations consultant at (225) 342-8274.

Sincerely,

s/Shannon S. Templet  
Director