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DATE: September 16, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Exception to Civil Service Rule 10.3 (Second Level Evaluator)

The Department of State Civil Service continues to monitor the activities of the Performance Evaluation System that was adopted by the State Civil Service Commission in December of 2011. Some agencies have expressed difficulty in administering the Performance Evaluation System due to structural challenges, specifically, the designation of a Second Level Evaluator. For example, smaller agencies with an Unclassified Executive Director have found it difficult to designate a Second Level Evaluator, due to the small number of employees and/or the reporting relationships with a Board or Commission.

In order to assist agencies in successfully administering the Performance Evaluation System, the Director of State Civil Service has previously considered and granted rule exceptions to these agencies on a case-by case basis. However, due to the growing number of requests as well as the consistent nature of these requests, the Director of State Civil Service is now granting a statewide exception to Rule 10.3 (Second Level Evaluator), whereby classified positions that report to an unclassified Executive Director or Agency Head are not required to have a Second Level Evaluator approval on their official PES planning or evaluation.

This rule exception will apply retroactively and on an ongoing basis beginning with the required Evaluation Sessions for Fiscal Year 2013-2014 (i.e., July 1, 2013 – June 30, 2014), and only applies to a classified position that reports to an unclassified Executive Director or

Agency Head. Chapter 10 of the HR Handbook will be updated shortly to reflect this ongoing exemption.

If you have any questions about Performance Evaluation System, refer to Chapter 10 of the SCS Rules or contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

s/Shannon S. Templet

Director