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GENERAL CIRCULAR NUMBER 2016-022

DATE: August 17, 2016

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2016 FLOODING – Exceptions to PES Deadlines

In the wake of the recent flooding and the subsequent emergency work related to the flooding and recovery throughout parts of the State, we have received questions from our Human Resources Directors regarding how to handle the Performance Evaluation System (PES), specifically the upcoming deadlines for evaluations for FY 2015-2016 and plannings for FY 2016-2017.

Civil Service Rule 10.13 provides that the SCS Director may approve exceptions to the PES rules in Chapter 10. In an effort to provide assistance to agencies who may be devoting resources to emergency operations over the coming weeks, the official deadline for PES evaluations for FY 2015-2016 and PES plannings for FY 2016-2017 will be adjusted to October 31, 2016.

As a result of this change, the deadline for employees to submit a request for Agency Review will be adjusted to November 14th. Agencies must respond to the request for Agency Review no later than December 14th. A chart showing the current deadlines and the revised deadlines, as provided for in this General Circular, is provided below for your reference:

PES Component/Civil Service Rule	Current Deadline	Revised Deadline – GC 2016-022
Evaluations for FY 2015-2016 – Civil Service Rule 10.7(b)	August 31, 2016	October 31, 2016
Plannings for FY 2016-2017 – Civil Service Rule 10.5(f)	September 30, 2016	October 31, 2016

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Deadline for Employee to Submit Request for Agency Review – Civil Service Rule 10.11(d)	September 15, 2016	November 14, 2016
Deadline for Agency to Respond to Request for Agency Review – Civil Service Rule 10.11(f)	October 15, 2016	December 14, 2016

In accordance with Civil Service Rule 10.12, requests for review by the SCS Director must be submitted no later than 10 calendar days following the date the employee received the Agency Review Decision. Please note, that this deadline will be calculated based upon the revised Agency Review dates, as explained above.

Please note that this is not a mandatory deferral. If you are able to continue the planning and evaluation process as defined in Chapter 10 of the Civil Service Rules, we encourage you to do so.

If you have any questions regarding this exception, please contact your Employee Relations Consultant at (225) 342-8272. Please do not hesitate to contact us if we can help you in any way during this challenging time.

Sincerely,

s/Byron P. Decoteau, Jr.
Director