



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2024-010

DATE: April 5, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Changes to Civil Service Rule Chapter 18 – Transition Rules

The State Civil Service Commission will consider proposed changes to Chapter 18 of the State Civil Service Rules at its regularly scheduled business meeting on Wednesday, May 1, 2024. The meeting will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge Louisiana, at 9 a.m. Individuals who wish to comment should provide feedback prior to the meeting in writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111. Comments may also be directed to the attention of the civilservicecommission@la.gov.

Please see the attachment for details of the amendments to Chapter 18.

Sincerely,

s/Chris Deer
SCS Deputy Director



STATECIVILSERVICE

Proposed Amendments to State Civil Service Rules

Chapter 18: Transition Rules

The State Civil Service Commission will consider the following amendments to Chapter 18 of the Civil Service Rules at its regularly scheduled business meeting on May 1, 2024. Please refer to [General Circular No. 2024-010](#) for more information.

Proposed Effective Date: July 1, 2024

Reason for Amendments:

Chapter 18 is proposed to be in effect during a transition period beginning July 1, 2024 through December 31, 2024, as the department transitions from the current Performance Evaluation System (PES) to Continuous Performance Management (CPM) effective January 1, 2025.

- 1 **Chapter 18: Transition Rules**
2
- 3 **18.1 Transition to New Performance Evaluation System**
4 Repealed Effective July 1, 2023
5
- 6 **18.2 Performance Adjustments during transition to Performance Evaluation System**
7 Repealed Effective July 1, 2023
8
- 9 18.3 Repealed effective December 14, 2011
10
- 11 18.4 Repealed effective December 14, 2011
12
- 13 **18.5 Telework Policy – Transition Period**
14 Repealed Effective July 1, 2023
15
- 16 **18.6 Transition from Performance Evaluation System to Continuous Performance Management**
17 Rescinded Effective June 7, 2023
18
- 19 **18.7 Transition Period – Performance Evaluation System to Continuous Performance**
20 **Management**
21 Rescinded Effective June 7, 2023
22
- 23 **18.8 Transition Period Performance Planning Components**
24 Rescinded Effective June 7, 2023
25
- 26 **18.9 Transition Period Performance Evaluation Components**
27 Rescinded Effective June 7, 2023
28
- 29 **18.10 Effects of Transition Period Performance Ratings**
30 Rescinded Effective June 7, 2023
31
- 32 **18.11 Transition from Performance Evaluation System to Continuous Performance**
33 **Management**
- 34 The Director shall establish and publish procedures to effect an orderly transition to Continuous
35 Performance Management to be established in Chapter 10 of these rules.
36
37
- 38 **18.12 Transition Period Performance Evaluation System to Continuous Performance**
39 **Management**
- 40
41 The transition period shall be July 1, 2024 through December 31, 2024.
42
- 43 **18.13 Transition Period Performance Planning Components**

44
45 New performance planning documents and sessions shall not be required for existing classified
46 employees during the transition period. Evaluating Supervisors shall either:

- 47
48 • Continue to use the July 1, 2023 – June 30, 2024 performance plan or;
49 • Establish and conduct a new planning session in accordance with the provisions in
50 Chapter 10

51
52 Classified employees, excluding WAEs, appointed during the transition period prior to December
53 1, 2024 shall be planned in accordance with the provisions in Chapter 10.

54
55 **18.14 Transition Period Performance Evaluation Components**

56
57 Classified employees, excluding WAEs, shall be evaluated beginning December 1 through
58 December 31, 2024. The transition period performance rating effective date shall be recorded
59 as January 1, 2025. The transition period performance ratings available to Evaluating Supervisors
60 for use are:

- 61
62 • Successful
63 • Needs Improvement/Unsuccessful

64
65 Approval of the Second-level Evaluator shall be required for a transition period performance
66 rating of “Needs Improvement/Unsuccessful.” Approval of the Second-level Evaluator shall not
67 be required for a transition period performance rating of “Successful.”

68
69 Transition period performance ratings that are not rendered by December 31, 2024, shall be
70 considered untimely and result in a transition period performance rating of “Unrated.”
71 “Unrated” during this transition period shall have the same effect as a transition period
72 performance rating of “Successful.”

73
74 Classified employees appointed during the transition period prior to December 1, 2024 shall be
75 rated in accordance with the provisions in this Chapter.

76
77 Classified employees appointed on or after December 1, 2024, shall be rated as “Not Evaluated.”
78 “Not Evaluated” during this transition period has the same effect as a transition period
79 performance rating of “Successful.”

80
81 **18.15 Effects of Transition Period Performance Ratings**

82
83 An employee who receives a transition period performance rating of “Needs
84 Improvement/Unsuccessful” shall be ineligible for attainment of permanent status. The
85 Evaluating Supervisor shall provide documentation to support a transition period performance
86 rating of “Needs Improvement/Unsuccessful.”

87
88
89
90
91
92
93
94
95
96
97
98

Transition period performance ratings shall not be used for:

- layoff purposes
- determining eligibility for detail to a higher-level position or promotion
- market adjustment ineligibility

Performance ratings effective July 1, 2024 for performance year July 1, 2023 – June 30, 2024 shall be used for above purposes.

Employees shall not have a right to request a review of the transition period performance rating.