

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

General Circular No. 001277

To: Heads of State Agencies and Human Resource Directors

Subject: Service Ratings For Period Ending March 31,1997

Issue Date: March 20, 1997

NOTE: The directions in this general circular shall be carried out as usual.

General Circular No. 001276 has been issued this date to explain the transition process to the new Performance Planning and Review System, which will be effective July 1, 1997 provided the proposed new Chapter 10 Rules are approved by the Civil Service Commission.

This is to remind you that service ratings are to be made on all permanent classified employees as of March 31, 1997, as provided in Civil Service Rules 10.1(c) and 10.2 through 10.11. Departments who have a Performance Appraisal Program approved by the Civil Service Director and have completed a trial performance rating period shall be governed by Civil Service Rules 10.1(c) and 10.12 through 10.22. A report of the ratings (See C.S. 121 attached) under the Service Rating Program must be submitted to this office by each agency no later than June 1, 1997.

A service rating shall be prepared on each permanent employee who has worked ninety (90) days or more in the class of position he occupies as of March 31, 1997. If this rating is "Satisfactory" it must be prepared in duplicate on Standard Form 15 (copy attached). One copy is to be given to the employee and the other copy is to be placed in the employee's personnel folder maintained in the agency.

If the rating is "Unsatisfactory" the Standard Form 15 is not used. In such cases, a letter addressed to the employee giving specific reason(s) for the "Unsatisfactory" rating is prepared. Since the employee receiving an "Unsatisfactory" rating does have the right to appeal to his appointing authority and then to the Civil Service Commission, such ratings should be carefully reviewed by the appointing authority, personnel officer, or other responsible official(s) before such notification is given to the employee. A copy of the letter shall be given to the employee, one copy placed in his personnel file and a third copy shall be received at the Department of State Civil Service no later than June 1, 1997. Civil Service Rule 10.10 requires that a copy of the "Unsatisfactory" rating be delivered to the Department of Civil Service on or before June 1,

1997. In addition, an employee who has been rated "Unsatisfactory" must be re-rated during the period of June 30 through September 30, 1997, and notification made to this office of the results of the re-rating. An employee who is re-rated "Unsatisfactory" shall retain such rating until his anniversary date in 1998 provided the proposed new Chapter 10 Rules are approved by the Civil Service Commission. An unsatisfactory employee whose re-rating is not reported to the Director as of September 30, 1997 shall then be considered satisfactory.

Appropriate instructions and training sessions are recommended for rating officials so they will be fully aware of their responsibilities. Further, they should be acquainted with the contents of Chapter 10 of the Civil Service Rules and Part 12 of the State Personnel Manual. If further information is required, please contact this Department by calling (504) 342-8274.

Here are some important pointers in the Service Rating Program procedures for this period:

DO

1. Give each employee a copy of his official service rating, whether "Satisfactory" or "Unsatisfactory".
2. The service rating should be dated after March 31 and before June 2.
3. Make your evaluations and suggestions for improvement to employees full and complete so better performance will result.
4. Discuss the evaluation with the employee.
5. File a copy of the service rating in the employee's personnel folder in the agency.
6. Duplicate this circular for distribution to your supervisors.
7. Complete the attached form C.S. 121 and submit it to this office no later than June 1, 1997. This form should be submitted after March 31, 1997.

DO NOT

1. Do not prepare or submit "Unsatisfactory" ratings on Standard Form 15.
2. Do not request rating form supplies from this Department. Standard Form 15's may be obtained from the following source:

Division of Administration
Forms Management Warehouse
P. O. Box 94095, Capitol Station
Baton Rouge, LA 70804-9095

3. Do not report ratings on probational, provisional or temporary employees. Participation by agency heads, personnel officers, and all management and supervisory personnel is encouraged to ensure accomplishment of a meaningful employee service rating program. Comprehensive evaluations of employees' work for service rating purposes can be useful to management in determining training needs, the establishment of personnel skill files, and in many other ways. This is also the ideal time to review individual job description forms to see that the information is complete on each position.

Your full cooperation in the service rating program is requested.

Sincerely,

Allen H. Reynolds

Director

Attachments (These attachments will not be shown on the OPEN System, but will be mailed out through regular general circular distribution.)