



**LOUISIANA DEPARTMENT OF STATE**  
**CIVIL SERVICE**

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**GENERAL CIRCULAR NUMBER 2012-001**

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**DATE: January 11, 2012**

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

**SUBJECT: Performance Evaluation System Transition Activities**

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On December 14, 2011, the Civil Service Commission adopted revised Chapter 10 rules for a new Performance Evaluation System. The objective for change to the performance evaluation system was to align individual goals and expectations to agency goals. Major element changes in the new performance evaluation system include moving to a single, statewide evaluation date and a single pay date, mandatory 2nd level approval of both performance goals and performance evaluations, and a simplified 3-tier evaluation. The new performance evaluation system will be based on a fiscal year (FY) with the performance year occurring between July 1 and June 30th of each year.

Since implementation of the new performance evaluation system is effective July 1, 2012, a transition period is in effect for the period December 14, 2011 through June 30, 2012. This circular is intended to provide basic information about the transition activities that are required for this specific period and activities that are required for implementation into the new Performance Evaluation System (PES).

**TRANSITION ACTIVITIES**

• **TRANSITION PERFORMANCE RATING SYSTEM AND COMPONENTS**

The performance rating system for the transition period December 14, 2011 through June 30, 2012 shall be a two (2) level rating system. The rating levels will not include numerical scores, points, weighting or averages. The rating levels shall be:

- Satisfactory
- Needs Improvement/Unsatisfactory

Ratings of “Unrated” and “Not Evaluated” will also be applicable when necessary.

A special form has been created to reflect the employee’s overall performance rating for the transition period. The Transition Performance Evaluation System Form will be available on the Department of State Civil Service’s website. Supervisors should take into account the employee’s performance throughout the entire year in order to render an overall rating effective July 1, 2012.

• **TRANSITION PERIOD PERFORMANCE PLANNING SESSIONS**

Performance planning documents and sessions will not be required for any classified employee for the period December 14, 2011 through June 30, 2012. Agencies may opt, but are not required, to establish and conduct planning sessions during this transition period in accordance with provisions in Chapter 10 rules that are in effect through June 30, 2012. Agencies may also choose to continue to use the existing Performance, Planning & Review Form (SF-15) or the PPR Alternative (PPR-A) for planning purposes during the transition period, but are not required.

Information regarding performance planning for the new performance year effective July 1, 2012 under the new Performance Evaluation System will be discussed at a later date in another general circular.

• **TRANSITION PERIOD PERFORMANCE RATING SESSIONS**

Each active classified employee shall be rated no later than June 30, 2012. The rating effective date shall be recorded as July 1, 2012. The ratings available for use are as follows:

- Satisfactory
- Needs Improvement/Unsatisfactory
- Not Evaluated
- Unrated

Ratings that are not completed because an employee is newly hired into the classified service or not enough time has elapsed to evaluate the employee may be given as “Not Evaluated”. “Not Evaluated” has the same effect as “Satisfactory”.

Ratings that are not completed and given by June 30, 2012 and are considered untimely will result in an “Unrated” rating. “Unrated” during this performance transition period has the same effect as “Satisfactory”.

There shall be no re-rating provisions during the performance transition period.

Ratings given during the performance transition period shall not be used for layoff purposes. Ratings given prior to the performance transition period shall be the official rating used for layoff purposes.

Second-level review and signature approval is not required for transition performance planning and/or rating.

- **EFFECTS OF THE NEEDS IMPROVEMENT/UNSATISFACTORY RATING** (for overall ratings effective July 1, 2012)

Any employee who receives a “Needs Improvement/Unsatisfactory” rating shall be ineligible for a performance adjustment, a promotion or permanent status.

Any “Needs Improvement/Unsatisfactory” rating shall include documents from the Rating Supervisor to support the overall rating.

All other effects of receiving a “Needs Improvement/Unsatisfactory” Rating are in accordance with provisions of Civil Service Rule 10.10, Effects of “Needs Improvement” or “Poor” Rating.

Employees shall have a right to request a review in accordance with provisions in Chapter 10 rules in effect through June 30, 2012.

- **EFFECTS OF FAILURE TO RATE EMPLOYEES** (for overall ratings effective July 1, 2012)

Failure of the Rating Supervisor to complete and conduct a rating session by June 30, 2012 will result in the Rating Supervisor’s ineligibility for a performance adjustment.

- **REVIEW OF RATINGS** (for overall ratings effective July 1, 2012)

Only those permanent classified employees who receive an overall “Needs Improvement/Unsatisfactory” rating on July 1, 2012 shall have the right to request a review.

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The Request for Review process shall be in accordance with the Request for Review process in Chapter 10 effective through June 30, 2012. Any rating that is changed by the Agency Reviewer to “Satisfactory” or “Unrated”, or by the State Civil Service Director to “Unrated” shall have an effective date of July 1, 2012.

**TRAINING**

- Training will be conducted during the transition period in preparation for implementation of the Performance Evaluation System. Additional information will be distributed at a later date to announce training activities for Human Resource professionals, supervisors and employees.

If you have any questions concerning the information in this circular or other performance evaluation system issues, please contact your Program Assistance Coordinator, or Elizabeth Montalbano or Brett Waits in the Program Assistance Division, at (225) 342-8274.

Sincerely,

s/Shannon S. Temple  
Director