



Louisiana
SCS
State Civil Service

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DATE: September 11, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Changes to Chapters 10, 15 and 17 of the Civil Service Rules

At its General Business meeting held on September 6, 2017, the State Civil Service Commission approved changes to Chapters 10, 15 and 17 of the Civil Service Rules. These changes will have an effective date of July 1, 2018.

These changes complete the SCS Compensation Redesign Plan that was adopted by the SCS Commission on June 7, 2017 and approved by the Governor on June 26, 2017. With the repeal of C.S.R. 6.14 (Performance Adjustments) effective July 1, 2018, these changes remove all references to performance adjustments within the rules that were not amended during the initial phase of the Redesign Plan. Furthermore, these changes establish the disbursement date of market adjustments in conjunction with C.S.R. 6.32.

Any questions concerning these rule changes may be addressed by email to SCSInfo@la.gov or by phone at (225) 342-8274.

Sincerely,

s/Byron P. Decoteau, Jr.
Director

Civil Service Rule Chapter 10: Performance Evaluation System

In accordance with Civil Service Rule 2.10, the State Civil Service Commission adopted the following rules to be effective July 1, 2018:

Rule 10.2 Evaluating Supervisor

(a) The Appointing Authority shall designate an Evaluating Supervisor for each employee. Generally, the Evaluating Supervisor should be the person who, in the Appointing Authority's judgment, is in the best position to observe and document the employee's performance. Failure to designate an Evaluating Supervisor shall be a violation of these rules.

(b) The Evaluating Supervisor shall be responsible for administering the performance evaluation system for his designated employees in accordance with these Rules and any applicable agency policies.

Rule 10.3 Second Level Evaluator

(a) The Appointing Authority shall designate a Second Level Evaluator for each employee. Generally, the Second Level Evaluator is the Evaluating Supervisor's supervisor. The Second Level Evaluator must approve the performance plan and the performance evaluation prepared by the Evaluating Supervisor before they are given to the employee for signature.

(b) The Second Level Evaluator shall be responsible for administering the performance evaluation system in accordance with these Rules and any applicable agency policies.

Rule 10.7 Official Performance Evaluations and Evaluation Sessions

(a) Official performance evaluations are required for all classified employees except those serving as classified WAE employees. The Evaluating Supervisor shall base the official evaluation of the employee's performance on the work tasks and behavior standards as stated on the performance planning and evaluation form.

(b) Official evaluations shall be made after the performance year has ended and must be rendered no later than August 31st. All official overall evaluations will be recorded with an effective date of July 1st.

(c) Evaluations become official on the date they are rendered. No evaluations shall be rendered after August 31st. To render an official evaluation, the Evaluating Supervisor shall:

1. complete a performance evaluation form after June 30th of the evaluation year,
2. provide documentation to support an evaluation of "Needs Improvement/Unsuccessful" or "Exceptional,"
3. obtain the Second Level Evaluator's signed approval of the evaluation form prior to discussion with the employee,
4. discuss the evaluation with the employee, after which the Evaluating Supervisor and the employee shall sign and date the evaluation form to document the evaluation session,
5. give the employee a copy of the evaluation form with his official overall evaluation noted.

(d) When an employee is not available, the provisions of this rule shall be satisfied when notification to the employee is made by mail. If the employee is notified by mail, the notification shall be deemed timely if it was mailed to the employee's most recent address on or before August 31st, as evidenced by official proof of mailing. The agency must maintain documentation that the employee was notified on or before August 31st.

(e) Should the employee decline to sign the performance evaluation form, the Evaluating Supervisor shall note this on the form and record the date that the evaluation session occurred. An employee cannot prevent the evaluation from becoming official by refusing to sign the form.

(f) Evaluations of "Unrated" shall be indicated on the final overall performance evaluation form by the Evaluating Supervisor, Second Level Evaluator, or Human Resources officer. An employee shall be notified when he has been assigned an official overall evaluation of "Unrated."

Rule 10.8 Effects of the Needs Improvement/Unsuccessful Evaluation

(a) An evaluation of "Needs Improvement/Unsuccessful" is not a disciplinary action.

(b) Any employee whose official overall evaluation is "Needs Improvement/Unsuccessful" shall not be:

1. granted a market adjustment, a promotion or permanent status, or
2. detailed to a higher level position unless approved in advance by the Director of Civil Service.

(c) An employee whose official overall evaluation is "Needs Improvement/Unsuccessful" may be separated or disciplined in accordance with the rules applicable to the employee's status.

(d) Permanent employees shall have a right to request a review in accordance with the provisions of rules 10.11 and 10.12.

Rule 10.11 Agency Review

(a) A permanent employee who receives an overall performance evaluation of "Needs Improvement/Unsuccessful" may request an official review of that evaluation by an Agency Reviewer(s).

(b) The appointing authority shall designate the Agency Reviewer or an Agency Review Panel. The Reviewer(s) shall not be either the Evaluating Supervisor or the Second Level Evaluator who signed the evaluation being reviewed.

(c) The official overall evaluation may only be changed by the Agency Reviewer(s).

(d) A request for review must be submitted in writing and be postmarked or received in the employing agency's Human Resources office no later than September 15th following the evaluation year. In the request for review, the employee must explain and provide supporting documentation for the request for review.

(e) If the request for review is timely, the Agency Reviewer(s) must review the employee's request, the evaluation given and any supporting documentation provided. The contested evaluation must be discussed with the employee and the Evaluating Supervisor.

(f) The Agency Reviewer(s) shall give the employee, the Evaluating Supervisor, and the Human Resources office written notice of the results of their review. This notification shall be provided no later than October 15th. Any change in evaluation shall be retroactive to July 1st.

(g) The performance evaluation form, the employee's request for review, the Agency Reviewer(s)' decision, and the supporting documentation attached to the performance evaluation, as well as any documents requested from the employee or supervisor during the review, shall be maintained in the employee's official personnel file or other secured performance file maintained in Human Resources.

Civil Service Rule Chapter 15: Effecting and Reporting Actions

In accordance with Civil Service Rule 2.10, the State Civil Service Commission adopted the following rules to be effective July 1, 2018:

Rule 15.2.1 Payroll Periods and Timely Issuance of Paychecks Due to Classified Employees

(a) An appointing authority, the Commissioner of Administration on behalf of the Uniform Payroll System, or the head of any other payroll system responsible for issuing paychecks to classified employees, shall establish weekly, biweekly, semi-monthly or monthly payroll periods. Use of any other pay cycles must be approved by the Director.

(b) Paychecks due to classified employees shall be issued no later than seven calendar days following the end of the applicable payroll period unless approval is obtained from the Director under conditions established by him.

(c) All market adjustments shall be disbursed effective July 15th every year.

Civil Service Rule Chapter 17: Layoff Avoidance Measures, Layoffs, and Post Layoff

In accordance with Civil Service Rule 2.10, the State Civil Service Commission adopted the following rules to be effective July 1, 2018:

Rule 17.6 Performance Adjustments

Repealed effective July 1, 2018.