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GENERAL CIRCULAR NUMBER 2021-032

DATE: July 27, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: COVID-19 – No. 36: Performance Evaluation System – Adjusted Deadlines/Telework

Due to the ongoing COVID-19 health pandemic, State Civil Service has received questions from our Human Resource Community regarding the Performance Evaluation System, specifically, how to handle the upcoming FY 2020-2021 evaluations and planning sessions for FY 2021-2022.

PES Adjusted Deadlines

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 state agencies, the official deadline for PES evaluations for FY 2020-2021 and PES plannings for FY 2021-2022 will be adjusted. Evaluation dates adjusted in accordance with this General Circular will be considered to comply with Chapter 10. Because of the adjusted dates for evaluations and plannings, the deadline for employees to submit a request for Agency Review will be adjusted as well. 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.

Planning sessions under Civil Service Rule 10.5(f) 1 & 2 are not adjusted herein. Individual requests for exceptions to this Rule may be requested in accordance with Rule 10.13.

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/SCS Rule | Current Deadline | Revised Deadline per GC 2021-032 |
|---|-------------------------|---|
| Evaluations for FY 2020-2021 <i>Civil Service Rule 10.7(b)</i> | August 31, 2021 | October 31, 2021 |
| Plannings for FY 2021-2022 <i>Civil Service Rule 10.5(f)3</i> | September 30, 2021 | October 31, 2021 |

| | | |
|---|--------------------|-------------------|
| Deadline for Employee to Submit Request for Agency Review <i>Civil Service Rule 10.11(d)</i> | September 15, 2021 | November 15, 2021 |
| Deadline for Agency to Respond to Request for Agency Review <i>Civil Service Rule 10.11(f)</i> | October 15, 2021 | December 14, 2021 |

While SCS recognizes the need in some agencies for adjusted PES deadlines due to the COVID-19 health pandemic, 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.

Telework

State agencies who continue to maintain classified employees on telework status due to COVID-19 must be able to demonstrate compliance with Chapter 10. Agencies should ensure that the use of electronically communicated planning and evaluations sessions properly document all participants, dates and signature acknowledgements. (e.g. email conversations, email delivery and receipts of evaluation and planning forms, and electronic signatures).

If you have any questions regarding this exception, please contact your [Agency Relationship Manager](#) or Chief Operating Officer, [Nicole Tucker](#) at (225) 342-8264. 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.
State Civil Service Director