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GENERAL CIRCULAR NUMBER 2023-033

DATE: June 1, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposal to Rescind Transition Rules related to Continuous Performance Management

The Department of State Civil Service will request approval from the State Civil Service Commission to rescind parts of Chapter 18, Transition Rules, at the June 7, 2023, general business meeting. 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.

The specific rules to be rescinded are as follows:

- 18.6 Transition from Performance Evaluation System to Continuous Performance Management
- 18.7 Transition Period – Performance Evaluation System to Continuous Performance Management
- 18.8 Transition Period Performance Planning Components
- 18.9 Transition Period Performance Evaluation Components
- 18.10 Effects of Transition Period Performance Ratings

Upon approval to rescind these Transition Rules, classified employees shall continue to be planned and evaluated in accordance with existing Chapter 10 Rules: Performance Evaluation System.

Notice from the Director:

The Department of State Civil Service finds it necessary to rescind these rules and to delay the implementation of the planned cloud-based performance management system through SAP-Success Factors' Performance Management and Goal Management Module.

Over the past year, members of our department in conjunction with the DOA-Office of Technology Services and representatives from various state agencies embarked on a project to implement a new cloud-based performance management system. The goal of this project was to provide efficiencies in operations and to equip state supervisors and employees with new technology that would promote continuous development and feedback on the employee's work performance.

During a pilot of the system with state agencies, unanticipated challenges with Success Factors' functionality and performance have been identified. This will affect our ability to deliver the expected benefits that our stakeholders deserve and results in our inability to meet the planned implementation date of January 1, 2024. While these challenges are outside of the control of SCS and OTS, we have learned from the experiences of our pilot agencies and continue to diligently work with the vendor and the implementation team to deliver an effective and efficient performance evaluation system. As we continue forward with this project, we will keep our stakeholders updated on the progress of our efforts. In the meantime, all state agencies should plan to follow the rules and procedures outlined in Chapter 10 of the State Civil Service Rules for the upcoming 2023-2024 fiscal year.

We would like to take this opportunity to thank the DOA-Office of Technology Services, our staff, and our agency partners who have provided their time and dedication to this project. We value these partnerships and will continue to build upon the foundation provided by these individuals.

Thank you for your patience and understanding.

Sincerely,

s/Byron P. Decoteau
Director