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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2014-015

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR, IPMA-CP ^(RND)
Human Resources Director

SUBJECT: PES Evaluations and Plannings Due

DATE: July 7, 2014

Supervisors: Please be advised that the following documents must be completed and submitted to the Human Resources Division for each of your assigned, classified staff members (excluding classified WAE's) in accordance with the guidelines and deadlines below:

1. Performance Evaluation – Due no later than August 15, 2014

- Open the electronic copy of the PES planning document that you previously completed in which you detailed the performance expectations for your staff member;
- Under the *Documentation/Comments related to Work* section, insert text that explains whether the employee met his/her Work expectations;
- Under the *Documentation/Comments related to Behavior* section, insert text that explains whether the employee met his/her Behavior expectations;
- Print out the completed document;
- Remove the blank page 1 and instead attach the completed page 1 from the employee's original/signed PES planning document;
- For the *Evaluation Period* on page 1, write in the dates for which the employee is being evaluated. If the employee has worked the entirety of the Fiscal Year, the evaluation period would be "7/1/2013 – 6/30/2014." If an employee was not hired until 10/18/2013, that person's evaluation period would be "10/18/2013 – 6/30/2014."
- Decide upon the employee's Overall Evaluation and check the appropriate rating (i.e., Needs Improvement/Unsuccessful, Successful, or Exceptional).
- Once completed, sign and date on the Evaluating Supervisor line, and submit to the second-level evaluator for signature;
- Upon return, conduct a PES Evaluation session with the employee wherein you discuss your performance comments and obtain the employee's signature.
- Upon completion, make a copy for yourself and the employee;
- Submit the original-signed PES Evaluation to the HR Division **no later than 8/15/2014**.

2. Performance Plan – Due no later than September 15, 2014

- Electronically access the 4/2014 version of the PES form on Channel Z based on whether the subject subordinate is a supervisor and by which Office the person is employed.
- Complete the *Employee Information* section of page 1, with the exception of the Evaluation Period which should be left blank. The *Performance Year* is “7/1/2014 – 6/30/2015”;
- Under the *Work Expectations* section, insert your expectations for the subject employee relative to his/her work;
- Under the Behavior Expectations section, insert your expectations for the subject employee relative to his/her behavior;
- Print and sign Step #1 on page 1 of the completed document;
- Submit and obtain the second-level evaluator’s signature in Step #2 on page 1;
- Upon return, conduct a PES planning session with the employee wherein you discuss your performance expectations and obtain the employee’s signature in Step #3 of page 1;
- Upon completion, retain the original-signed PES Planning in your supervisory files;
- Make two copies of the signed PES Planning and provide to both the employee and the HR Division **no later than 9/15/2014**.

Because this can be a time-intensive process, and several Offices have implemented shorter, internal deadlines relative to this process, we encourage supervisors to begin drafting their assigned PES Evaluations and Plannings immediately.

Despite having separate deadlines, we also strongly recommend, for purposes of efficiency, that supervisors complete the PES Evaluation and Planning processes at the same time. This can be achieved by submitting both documents together for second-level approval and conducting both the PES evaluation and PES planning sessions within the same meeting.

If you have any questions regarding the PES process, or what is required in order to complete it, please feel free to contact Jennifer Dyer at jdyer@crt.la.gov or (225) 342-0954.

RND:rnd

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