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HUMAN RESOURCE MEMORANDUM NO. 01-006

January 12, 2001

TO: Lt. Governor, Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Changes to the Performance Planning and Review System

Beginning on March 1, 2001, there will be new Civil Service Rules for the Performance Planning and Review system (Chapter 10 of the Civil Service Rules); therefore, any employee with an anniversary date of March 1 or later will be rated following the new rules.

Attached is the revised Chapter 10 of the Civil Service Rules. Replace the old Chapter 10 with this new Chapter effective March 1, 2001. General Circular Number 001417 outlining the changes in the Performance Planning system is also attached.

The following is a summary of the changes that have been made:

- It is made clear that the failure to designate a Rating Supervisor, the failure to rate an employee or the failure to conduct a planning session is a violation of the rules.
- The rating of "Very Good" has been replaced with "Exceeds Requirements" and the rating "Satisfactory" has been replaced with "Meets Requirements."
- When an employee does not receive an official rating, the rating of "Un-rated" will be created by default. PPR forms indicating an employee received a rating of "Un-rated" must be completed and given to the employee. Ratings of "Un-rated" must be entered into the ISIS HR system.
- Employees receiving a rating of "Poor" or "Needs Improvement" are not eligible for merit increases, promotions, or permanent status; they also cannot be detailed to a higher level position unless the detail has been approved in advance by the Director of Civil Service.
- It is no longer required for a reviewer to sign the PPR form to make the rating valid.

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- The Reviewing Officer's role has changed. The Reviewer will serve as the official within the agency to whom employees can appeal their rating if they disagree with the rating given. Generally the second line supervisor will be the Reviewer; however, the Appointing Authority can designate the Reviewer. There can be as many Reviewers as deemed necessary by the Appointing Authority. The Reviewer shall not be the Rating Supervisor. Also, the designated Reviewer is the only person within the employing agency who can change an official rating. The timeline and procedures for the appeal process have changed. Refer to the new rules for details.
- The Reviewer must discuss contested ratings with the employee and the Rating Supervisor (not necessarily at the same time).
- An employee can now request an internal review of any rating, including "Un-rated." Employees may now request a review if they were not rated by their supervisor within the required time frame.
- If an employee's rating has been reviewed at the agency level and the employee still disagrees with their rating, they may appeal to the Director of Civil Service. The employee, however, cannot appeal a rating to the Civil Service Commission unless there is an allegation of discrimination based on political or religious beliefs, sex or race.
- The rating session must be completed within 60 days prior to the anniversary date or on the anniversary date itself.
- Re-ratings are due six months following the anniversary date. The re-rating session is to be completed within 60 days prior to or on the re-rating date.
- All agencies are required to use the revised PPR form for those employees whose anniversary date is March 1, 2001 or later. The new PPR form can be downloaded from the Internet by accessing the Civil Service website, www.dscs.state.la.us, and clicking on the PPR link. A copy of the new PPR form is attached.
- Civil Service will no longer need to receive copies of re-ratings, unless the rating is a "Poor" or "Needs Improvement."
- Agencies should maintain records of the number of employees that request reviews of their ratings and the outcome of these requests for reporting purposes and internal use.

Since December 1, 2000, the CPTP course on PPR for Supervisors has focused on the new rules. A new schedule will be coming out soon. You may want to consider attending a refresher course.

There are many changes to the Performance Planning and Review system. To get a complete understanding of the new rules, please read the new Civil Service Rules (Chapter 10) and the General Circular. If you have any questions or need assistance, please call the Human Resources Office at (225) 342-0880.

Attachments