



JAY DARDENNE
LIEUTENANT GOVERNOR

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

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2011-030

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

FROM: Rikki Nicole David, PHR ^(RND)
Human Resources Director

SUBJECT: Revised HR Policy #2A-0103 – Performance Planning and Review (PPR) Policy

DATE: September 14, 2011

HR Policy #2A-0103 – Performance Planning and Review (PPR) Policy has been revised, effective September 14, 2011. Specifically, the following updates have been made:

- Standardized formatting to be consistent with other agency policies;
- Removed outdated structure for the delay of merit increases based on the percentage of Unrateds attributable to a supervisor;
- Incorporated previous executive memo issued on behalf of Mr. Randy Davis on 3/24/2011 that requires the submission of PPR documents to the Human Resources Division one (1) week prior to the Civil Service due date; and
- Added Civil Service Rule 10.2(b) that renders a supervisor ineligible for a merit increase if he/she fails to conduct timely PPR's with his/her designated employees.

The revised policy may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Supervisors, please make the policy available to your employees who may not have email access.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch
Attachment
c: Personnel Liaisons

Please Post and Circulate