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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. 2012-019

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

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

SUBJECT: Sample PES Plans

DATE: June 27, 2012

As noted in HR Memo #2012-016, **all supervisors of classified employees will be required to conduct a performance plan for each of his/her assigned staff members using the new PES form no earlier than July 1, 2012 and no later than September 30, 2012.**

In helping supervisors prepare, we are attaching two sample performance plans -- one for a non-supervisory and one for a supervisory employee -- to illustrate how to complete the PES form properly.

Both sample performance plans are for fictitious positions in the Office of Management and Finance (OMF) - Human Resources (HR) Division. In reviewing the Department's mission, please note that quality and efficient service to our customers is the goal of OMF. Therefore, for both the non-supervisory and supervisory employees, the Work and Behavior expectations have been written in order to reinforce the importance of accurate and timely completion of each employee's duties.

Things to keep in mind when completing the PES planning:

- The Performance Year should be reflected as 7/1/2012 – 6/30/2012;
- The Evaluation Period should be left blank, as this will be completed at the time of the PES evaluation;
- The date of the Second Level Evaluator's signature must be on or before that of the Planning Supervisor and Employee;

- The dates of the Planning Supervisor's and Employee's signatures must be the same.
- The date that the Planning Session was conducted must reflect the signature date of the Planning Supervisor and Employee.
- None of the dates can occur before July 1, 2012 or after September 30, 2012.

For additional assistance in preparing your performance plans, we encourage supervisors to complete the mandatory online PES training, which is available through the Louisiana Employees Online (LEO) system, and includes:

- CPTP PES Basics (15-20 minutes)
- CPTP PES Planning Process (45-60 minutes)
- CPTP PES Evaluation Process (45-60 minutes)

The deadline by which to have these courses completed is December 31, 2012.

For questions regarding the new Performance Evaluation System, please feel free to contact:

Brandi Conway	(225) 342-0954 or bconway@crt.la.gov
Bobbie Scott	(225) 342-0880 or bscott@crt.la.gov
Rikki Nicole David	(225) 342-0880 or rdavid@crt.la.gov

Supervisors, please make this information available to your employees who may not have email access.

RND:la
Attachments

c: Personnel Liaisons

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