

**OFFICE OF THE LIEUTENANT GOVERNOR
AND DEPARTMENT OF CULTURE, RECREATION AND TOURISM**

POLICY: **PERFORMANCE PLANNING AND REVIEW**

EFFECTIVE DATE: **December 17, 2001**

Purpose: The policy of the Department of Culture, Recreation and Tourism is to comply with the performance planning and review (PPR) system outlined in Chapter 10 of the Civil Service Rules (the Rules). The system consists of the following components: (1) using a standard form (SF-15); (2) utilizing a five-level rating system shown on the form; (3) following instructions outlined in the PPR training manual, page 1 of the form, and in Chapter 10 of the Rules.

Supervisors are held accountable for conducting planning and rating sessions and completing PPR documents for all classified subordinates on or before anniversary dates. Specifically, this policy outlines the penalties that will be imposed on supervisors who fail to comply with PPR policy and procedures and the effects of "Unrated" PPR's on employees.

Policy: First line supervisors are required to timely conduct planning and rating sessions and complete PPR documents for 100% of their subordinates. Failure to comply with this requirement will result in the following:

<u>% of Employees Unrated</u>	<u>Penalty to First Line Supervisor</u>
<5%	None
5-15%	Delay of merit increase for 3 months
16-50%	Delay of merit increase for 6 months
>50%	No merit increase

Supervisors are also required to appropriately rate subordinate supervisors, if applicable, on Factor 11 of the PPR rating form. Subordinate supervisors cannot receive a rating of "5" on Factor 11 unless they have rated 100% of their employees. Failure to comply with this requirement will result in a delay of merit increase for 3 months.

Note: Penalties can be combined up to a maximum of "no merit increase."

Extraordinary circumstances may exist on occasion causing a supervisor to fail to plan or rate an employee. The Secretary will review each case and determine one of the following outcomes: (1) penalty as described above; (2) letter of counseling to the supervisor; or (3) dismissal of the penalty.

Supervisors are required to complete PPR ratings on subordinates even when the deadline has not been met.

In such instances the employee's official rating will be "Unrated" if late; however, the supervisor must also indicate on the PPR form what the employee's rating would have been if conducted on time for a determination of merit eligibility. The "Unrated" section of the PPR form must be initialed by both the employee and the supervisor.

Merit increases will not be approved by Appointing Authorities until PPR ratings have been completed by supervisors confirming eligibility. Only those employees rated "Meets Requirements" or higher are eligible for merit increases. PPR ratings not received on time will result in the delay of merit increases. However, when a late PPR rating is received and the employee is eligible for a merit increase, the merit increase will be retroactive to the anniversary date.

Employee appeals of ratings (written request for review) must be filed within 15 days of the employee's anniversary date in the Human Resources Office in Baton Rouge. Employees are encouraged to know their anniversary dates (merit increase dates) and to remind their supervisors in advance of the anniversary date to assist in avoiding merit increase delays. *Appeals can be filed for PPR's received and PPR's not received.*

APPROVED:

PHILLIP J. JONES, Secretary
Office of the Lieutenant Governor
Department of Culture, Recreation and Tourism