



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

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

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 03-068

August 11, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Performance Planning and Review Notices and Reminders

As many of you may know, at the end of each fiscal year the department must submit a PPR report to Civil Service with the percentages of each rating: outstanding, exceeds requirements, meets requirements, needs improvement, poor and un-rated. We are proud to announce the un-rated percentage for Fiscal Year 02-03 was 0.5%. This is outstanding, and we would like to congratulate you all for your hard work.

Please be reminded of the department's Performance Planning and Review Policy which holds supervisors accountable for conducting planning and rating sessions and completing all necessary documentation for their subordinates' PPR's and penalizes supervisors who fail to plan or rate their employees in accordance with the Civil Service Rules. The policy also holds second-line supervisors accountable for rating subordinate supervisors on Factor 11 of their PPR according to that subordinate supervisor's compliance rate. Any subordinate supervisor that does not have a PPR compliance rate of 100% should not receive a rating of "5" for Factor 11. For further information, please review the Performance Planning and Review Policy, dated December 17, 2001, and distributed with HR Memo 01-079.

As of August 23, 2003, all PPR's should be completed on the new PPR form that was revised in August of 2002. This form is only available in Microsoft Word format and can be downloaded from the HR Info link on the Channel Z web site. If you have completed the planning on the old form, please transfer all planning information from the old version of the form to the new form and attach the signature page of that planning to the new form. Attached is a sample copy of the August 2002 PPR form.

August 11, 2003
Page 2

All employees are required to be rated on Factors 1 through 6. Supervisors are also required to be rated on Factors 10 and 11. The other factors are optional.

An employee whose official overall rating or re-rating is "Needs Improvement" or "Poor" shall not receive a merit increase, a promotion or permanent status. Also, these employees may not be detailed to a higher level position without prior approval from the Director of Civil Service.

When considering an employee for promotion, supervisors should take into account the employee's most recent PPR score and any comments made on the PPR about the performance. An employee must have at least a "Meets Requirements" overall rating to receive a promotion.

Employees with an official overall rating of "Needs Improvement" or "Poor" must be re-rated six months after their anniversary date. At the time of the re-rating, a new planning session for the upcoming six months should be completed.

On November 19, 2003, there will be a Performance Planning and Review for Supervisors class at the State Library in Baton Rouge. This class will be open to any supervisor in the department, including those that are not required to take Mandatory Supervisory Training, and it will count as credit for the Comprehensive Public Training Program and towards the Mandatory Supervisory Training requirement. To attend, please complete the attached registration form.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

Attachments

Please Post and Circulate