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LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

HUMAN RESOURCES MEMORANDUM NO. 05-018

TO: All CRT Employees

FROM: Mary V. Gloston *MVG*
Human Resources Director

SUBJECT: General Circular No. 001606 – Performance Planning and Review (PPR)

DATE: May 9, 2005

The Department of Civil Service (Civil Service) issued the referenced General Circular dated May 5, 2005, regarding Performance Planning and Review Evaluations. Program managers, please ensure that this document and the other attachments are distributed to employees who do not have access to electronic mail.

Civil Service continues to hear from supervisors attending training that their agency prohibits giving a rating above a “3” on any factor. Civil Service staff receives calls from employees who are upset at having received a “3” on one or more factors in their PPR because supervisors told them that it’s agency policy that no rating above a “3” will be used. The PPR system is a 5-level rating system and must be used in accordance with Civil Service Rules. In fact, using it otherwise is a violation of Chapter 10 rules.

The Department of Culture, Recreation and Tourism does not have a policy adopting such a practice, and I am taking this opportunity to ensure that all employees are informed of how the PPR system works. I am attaching this general circular so that you may have complete information on this issue. Also attached are two (2) other documents from the Civil Service website providing information and “TIPS” for supervisors and employees.

Further, Human Resources is currently planning and developing additional tools to help our supervisors execute the PPR planning and rating documentation and sessions appropriately and timely. Information will be forthcoming in the future on meetings/workshops on this subject area. In the interim, if questions or assistance is needed please do not hesitate in contacting me. Also, if specific questions or assistance is required with PPR information and/or documentation, please contact Desha Walden at 225-342-0880.

MVG:cm
Attachments

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