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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. 05-022

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

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

SUBJECT: Performance Planning and Review Concerns

DATE: June 10, 2005

With the purpose of complying with Civil Service requirements, we ask that all managers and supervisors be conscious of the following commonly found mistakes when preparing Performance Planning and Review (PPR) forms:

1. All PPR forms must be completed on the latest revised form from Civil Service, which is dated September 2002. For convenience, the correct form can be downloaded from Channel Z, the direct link is: www.crt.state.la.us/crt/omf/hr/Forms/pprform.doc. If a Planning Session has been prepared on a form with a previous revision date, please transfer all information to the September 2002 form;
2. Due to privacy concerns, an employee's social security number should no longer be listed on their PPR form; instead, please use their Employee ID number. An employee's ID number can be found on the Merit Increase Consideration Form that is distributed approximately 60 days prior to their anniversary date. You may also check with your timekeeper, or the Human Resources Office to determine an employee's ID number;
3. The Performance Rating Period "From Date" should always be recorded as the day *after* the employee's anniversary date; in addition, the "To Date" should always be recorded as the employee's *actual* anniversary date;
4. A Planning Session should be conducted no later than 30 calendar days after:
 - a) the appointment of a new employee;
 - b) the anniversary date of a current employee;
 - c) the movement of an employee into a position having a different position number and significantly different duties.

5. Every employee must be rated on performance factors 1 through 6;
6. In addition, every supervisor must be rated on performance factors 10 and 11;
7. Written Performance Expectations must be provided for all factors upon which the employee will be rated, making certain that each factor box is marked with an "X".

We encourage all managers and supervisors to take the opportunity to discuss expectations and goals with their employees during the planning process, ensuring a meaningful conversation on what is important to the employee's development as well as the agency's requirements. We also encourage our managers and supervisors to rate employees utilizing the full extent of the five levels of ratings.

Our goal is to ensure the performance planning and rating activities add value for the employee's own development as well as ensure the organization's goals are met. We also hope to eliminate audit findings and compliance issues. With your cooperation, we are confident this goal can be achieved. Should you have any questions, please feel free to contact Desha Walden at (225) 219-4331.

MVG:dpw

c: Personnel Liaisons

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