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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. 05-030

**TO:** Assistant Secretaries, Deputy Assistant Secretaries, and Program Managers

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

**SUBJECT:** Civil Service General Circular No. 001618 – KATRINA Response Relative to PPR Compliance

**DATE:** September 14, 2005

Civil Service has issued General Circular 001618 dated September 9, 2005, related to the above referenced subject. Civil Service Rule 10.17 governs PPRs and allows the Civil Service Director to approve exception to compliance with this rule. As a result of Hurricane Katrina, Appointing Authorities are authorized to defer PPR matters to a prospective date. Civil Service is allowing all PPR planning and rating documents that were due from August 27, 2005 through February 28, 2006 to be considered timely if completed by close of business February 28, 2006. Additionally, if circumstances warrant, Civil Service may recommend extensions for employees in locations especially hard hit by Katrina.

Since this is not a mandatory deferral, the Office of the Lieutenant Governor and the Department of Culture, Recreation & Tourism is issuing this directive that all offices within CRT provide deferral for PPR planning and rating documents for the following persons:

- a) Affected offices – employees, whether working or not, with anniversary dates during the specified period and are from affected offices;
- b) Affected offices – supervisors who render PPR planning and rating for employees with anniversary dates during the specified period and are employees of affected offices;
- c) Non-affected offices – employees who have been assigned other duties that are directly KATRINA-related and have anniversary dates within the specified period, i.e., employees working directly with FEMA or as a FEMA representative of the agency, etc.
- d) Non-affected offices – supervisors who are assigned to KATRINA-related activities and normally render PPR planning and rating but are currently reassigned to other priority KATRINA-related activities.

All other employee PPR planning and rating documents should continue to be completed timely and in accordance with Civil Service Chapter 10 Rules. Please be advised that the common rating date does not affect anniversary dates or eligibility for merit increases. This deferral also provides no extension for permanent status if the employee is at the maximum of the probationary period.

**Please Post and Circulate**

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The Human Resources Office duplicated its own Merit Increase Recommendation Form and revised it for Katrina purposes. The "Katrina Merit Increase Recommendation Form" will be provided for you in lieu of the regular Merit Increase Recommendation Form **only for employees described above with anniversary dates between August 27, 2005 and February 28, 2006.** Agencies must now submit the signature page of PPR Planning Documents for **all** employees to ensure compliance with timeliness.

General Circular 001618 is attached for your information or can be found at [www.dscs.state.la.us](http://www.dscs.state.la.us). If you have any questions regarding this memo or the General Circular, please contact Desha Walden at 342-0880.

cc: Secretary Angèle Davis  
Chief of Staff Scott Shalett  
Undersecretary Julie Samson