

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

May 7, 2009

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General Circular No. 1763

To: Heads of State Agencies and Human Resource Directors

Subject: Proposed Revisions to Chapter 10 – Performance Planning and Review

Issue Date: May 7, 2009

The State Civil Service Commission will hold a public hearing at 9:00 a.m. on Wednesday, June 3, 2009 to consider changes to Chapter 10 of the Civil Service Rules as described in detail below. The hearing will be in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge. Persons who wish to comment on these proposals may do so at the public hearing or by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111. Comments regarding Chapter 10 should be directed to the attention of Ashley Gautreaux at ashley.gautreaux@la.gov. If any accommodations are needed, please notify the Department at (225)342-8272 prior to the meeting.

Summary

The Department of Civil Service proposes that the rules related to Performance Planning and Review (PPR) be enhanced to require that rating supervisors who do not properly administer the PPR program will not be eligible for a merit increase. For more than 10 years now, the Civil Service Commission has been cultivating a performance management system for state classified employees. The goal of that system is to ensure communication among supervisors and employees and to continuously improve state agency operations. Annual evaluation of the system indicates that agencies have generally achieved very high levels of compliance in the procedural application of the system's objectives. For the past 3 years, PPR rating compliance rates have been approximately 95% for all classified employees. Therefore, the Commission is considering placing additional significance on the administration of the system.

The current Chapter 10 is available on the Civil Service website at www.civilservice.la.gov. Presented here are a revision and an addition to the current rule. Explanations of the changes proposed are provided.

Sincerely,

s/Anne S. Soileau
Director

PROPOSED FOR ADOPTION

CHAPTER 10 PERFORMANCE PLANNING AND REVIEW

EXPLANATION:

The current Civil Service Rule requires that an appointing authority designate a rating supervisor for each classified employee. The proposed rule maintains this requirement and adds the additional requirement that such a supervisor shall not be eligible to receive a merit increase if he does not properly administer the PPR program for his designated employees in accordance with the Civil Service rules and agency policies.

CURRENT RULE:

10.2 Rating Supervisor.

The Appointing Authority shall designate a Rating Supervisor for each employee. Generally, the Rating Supervisor should be the person who, in the Appointing Authority's judgment, is in the best position to observe and document the employee's performance. Failure to designate a Rating Supervisor or to rate or conduct a planning session shall be a violation of these rules.

PROPOSED RULE:

10.2 Rating Supervisor.

- (a) The Appointing Authority shall designate a Rating Supervisor for each employee. Generally, the Rating Supervisor should be the person who, in the Appointing Authority's judgment, is in the best position to observe and document the employee's performance. Failure to designate a Rating Supervisor shall be a violation of these rules.
- (b) The Rating Supervisor shall be responsible for administering the performance planning and review system for his designated employees in accordance with these Rules and agency policy. Failure of the Rating Supervisor to administer the performance management system in accordance with these Rules shall result in his not being eligible for a merit increase for that year.

EXPLANATION:

The additional rule 10.11.1 establishes 2 limited exceptions to the limit on merit eligibility for supervisors who fail to rate their employees. The Civil Service Commission recognizes that there may be times when it is impractical or impossible to render ratings for certain employees. The recognized exceptions are outlined in this rule and give the appointing authority the discretion to grant merit increases to rating supervisors who do not render ratings to absent employees or to employees who transfer into an agency in close proximity to their rating date.

NEW RULE:

10.11.1 Effects of Failure to Rate Employees

A Rating Supervisor who does not rate the employees he has been designated to review shall not be eligible for a merit increase for that year. However, an appointing authority may grant a merit increase for a Rating Supervisor who fails to rate an employee if, and only if, one of the following circumstances applies:

- 1) The employee was absent for an extended period of time (usually more than 9 months) during the rating period which effectively makes it impossible to evaluate his performance.
- 2) The employee has transferred into the Department from another state Department within 90 days of the anniversary or rating date.