

State of Louisiana  
Office of the Lieutenant Governor  
Department of Culture, Recreation and Tourism

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**Policy Name:** *Performance Planning and Review (PPR) Policy*  
**Policy Number:** *HR Policy #2A-0103*  
**Effective Date:** *December 17, 2001*  
**Revised Date:** *September 14, 2011*

**Authorization:**   
*Charles R. Davis, Deputy Secretary*

**PURPOSE:**

The Performance Planning and Review (PPR) program, as outlined in Chapter 10 of the Civil Service Rules, is an important performance management tool. As such, the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) are committed to utilizing the PPR process to meaningfully communicate with employees while adhering to the deadlines imposed by the PPR regulations.

The purpose of the PPR Planning is to communicate work expectations, while the PPR Rating is used to document both an employee's achievements throughout the Rating year as well as any areas in which he/she needs improvement.

**APPLICABILITY:**

This policy applies to all OLG/DCRT employees that have classified subordinates under his/her direct supervision.

**POLICY:**

**A. Submission Deadline**

**All PPR Plannings and Ratings must be date-stamped in the Human Resources (HR) Division one (1) week before the Civil Service due date.** For a Rating, this means it must be received by HR one (1) week prior to the employee's anniversary date. For a Planning, it must be received by HR within 23 days of the effective date of the new hire, promotion, reallocation, or significant change in duties that precipitated the need for the Planning.

Adherence to this procedure allows the PPR to be reviewed for compliance and corrections (if necessary) by management personnel before the Planning/Rating becomes official on the Civil Service due date.

It is important that supervisors allow sufficient time prior to the approaching due date to ensure compliance with your agency's own internal PPR requirements (i.e., review by your manager before conducting the PPR with employee; early submission to Administrative Office, etc.) in order to adhere with this policy.

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**B. Unrated**

If a PPR Rating is not submitted timely in accordance with the Civil Service regulations, the employee is deemed to be "Unrated." At the end of the Fiscal Year, each agency's "Unrated" rate is reported to the Civil Service Commission and the Legislature.

OLG/DCRT is committed to having a 0.0% Unrated rate, which is the impetus for the early submission deadline to HR as outlined in Section A. above.

Supervisors are required to complete PPR ratings on subordinates even when the employee's official rating will be "Unrated" due to untimeliness; however, the supervisor must also indicate on the PPR form what the employee's rating would have been if conducted on time for a determination of merit eligibility. The "Unrated" section of the PPR form must be initialed by both the employee and the supervisor.

**C. Merit Increases**

As provided for by Chapter 6 of the Civil Service Rules, merit increases will not be approved by Appointing Authorities until PPR ratings have been completed by supervisors confirming eligibility. Only those employees rated "Meets Requirements" or higher are eligible for merit increases. PPR ratings not received on time will result in the delay of merit increases. However, when a late PPR rating is received and the employee is eligible for a merit increase, the merit increase will be retroactive to the anniversary date.

**D. Request for Review**

In accordance with the Civil Service Rules, an employee who disagrees with any official Rating has a right to have the Rating reviewed by the Appointing Authority or his/her designee. Such request for review must be filed within 15 days of the employee's anniversary date in the Human Resources Division in Baton Rouge. Employees are encouraged to know their anniversary dates and to remind their supervisors in advance to assist in avoiding merit increase delays. *Appeals can be filed for PPR's received and PPR's not received.*

**CONSEQUENCES**

Civil Service Rule 10.2(b) states that, "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."

In addition, non-compliance with the mandatory submission deadline for PPR Plannings/Ratings as described above will result in corrective action for failure to adhere to agency policy.