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OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2012-016

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, PHR ^(RND)
Human Resources Director

SUBJECT: Performance Evaluation System (PES) Policy, Forms and Training

DATE: June 7, 2012

As announced in HR Memo #2012-010, the Department of State Civil Service (DSCS) is instituting a new Performance Evaluation System (PES), effective July 1, 2012, which will replace the current Performance Planning and Review (PPR) System.

The PES system utilizes a focused-date approach, based on the State's fiscal year. Instead of conducting ratings/plannings throughout the year in accordance with each employee's specific anniversary date, there will be a centralized time frame in which all supervisors will plan and evaluate their subordinates. Specifically, the performance planning period will run from July 1 to September 30 each year, while the performance evaluation period will be from July 1 to August 31 each year.

All supervisors of classified employees will be required to conduct a performance plan for each of his/her assigned employees using the new PES form (as discussed below) no earlier than July 1, 2012 and no later than September 30, 2012.

A sample performance plan will be distributed closer to the planning period window to aid supervisors in learning how to complete the PES form properly.

The Human Resources Division will also issue a department-wide email once the performance planning period has opened on July 1, 2012, to remind supervisors to conduct the required performance plans with their assigned employees.

Policy

PPM #10 has been revised to reflect the necessary changes from the PPR to PES systems. It has been attached to this memo for your convenience, and can also be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Please read it carefully. In addition to Civil Service requirements, the policy includes information regarding department-specific requirements for inclusion in all Performance Plans and Performance Evaluations.

Forms

For your convenience, the PES Planning and Evaluation Form has been auto-populated to include the department-specific requirements as outlined in the policy. It has been customized based on whether the subject employee is a supervisor and by which Office the person is employed, so please be sure to select the appropriate version. For employees that have supervisory duties, use the **Supervisor** form designated for your Office. For employees that do not supervise others, use the **Employee** form designated for your Office.

The PES form can be accessed on OLG/DCRT's intranet (Channel Z) at <http://www.crt.state.la.us/hr/forms.aspx#PE>. Instructions are also available to assist you relative to the security features that may need to be changed for Microsoft Word 2003 or Word 2007 to allow full functionality of the form.

Training

As outlined in PPM #10, there is mandatory online training associated with the new PES process that must be completed by all classified supervisors. The required courses are available through the Louisiana Employees Online (LEO) system, and include:

- CPTP PES Basics (15-20 minutes)
- CPTP PES Planning Process (45-60 minutes)
- CPTP PES Evaluation Process (45-60 minutes)

The deadline by which to have these courses completed is December 31, 2012.

Questions

For questions regarding the new Performance Evaluation System, please feel free to contact:

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Supervisors, please make this information available to your employees who may not have email access.

RND:ch
Attachment

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