



JAY DARDENNE  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS  
DEPUTY SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 2014-009

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

**FROM:** Rikki Nicole David, SPHR, IPMA-CP *(RND)*  
Human Resources Director

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

**DATE:** March 6, 2014

***Policy:***

PPM #10, Performance Evaluation System (PES) Policy, has been revised, effective March 3, 2014. The specific revisions include:

- (a.) Excluding classified WAE's from the Applicability section;
- (b.) Adding Department-imposed deadlines for submission of annual PES forms to the HR Division:
  - **Performance Evaluations are due no later than August 15<sup>th</sup>;**
  - **Performance Plannings are due no later than September 15<sup>th</sup>.**
- (c.) Revised the documentation requirement for "Needs Improvement/Unsuccessful" and "Exceptional" ratings in accordance with recent Civil Service guidance. If the Evaluating Supervisor has included comments comprehensive of the employee's work and behavior, the attachment of supporting documentation is not required.
- (d.) Re-sequencing the order of required signatures in accordance with Civil Service's revision to the PES form, dated 1/2014:
  - Step 1: Evaluating supervisor signs;
  - Step 2: Second-line Evaluator signs;
  - Step 3: Employee signs.

The revised policy is 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>.

***Forms:***

**Beginning with the PES plannings for FY14-15 (July 1-September 15, 2014) and thereafter, Civil Service requires the use of the revised PES form, dated 1/2014.** *(Please note, however, that the PES Evaluations that will be due for FY13-14 [July 1-August 15, 2014] must be submitted using the planning that has already been conducted on the 7/2012 version of the form.)*

The notable changes to the 1/2014 PES form include:

- (a.) Page 1 is now exclusively for the PES Planning session:
  - The order of the required signatures is numbered as Step 1, 2, and 3. For the Evaluating Supervisor, the date of his/her signature indicates the date on which the PES Planning was given to the Second-level Evaluator.
  - The section “Updated Planning Sessions” is provided for the Evaluating Supervisor to use should it be necessary for him/her to update the employee’s planning during the performance year (other than during the annual July 1-September 15 period). Refer to PPM #10 for further assistance.
- (b.) Page 2 is now exclusively for the PES Evaluation session:
  - The order of the required signature is numbered as Step 1, 2, and 3. For the Evaluating Supervisor, the date of his/her signature indicates the date on which the PES Evaluation was given to the Second-level Evaluator.
  - There is a new space provided to indicate if the PES Evaluation was mailed or given to the employee, should he/she either be unavailable or unwilling to sign the document.

For your convenience, the HR Division has again taken the liberty of auto-populating the PES form with the department-specific requirements (i.e., mission, goals, expectations) 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 revised 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:**

Instructor-led PES training will be offered in late-April, May and June 2014 by the Human Resources Division. The dates and times for such training will be released in the coming weeks, at which time supervisors will be able to register to attend. Appointing Authorities are encouraged to analyze the needs of their respective offices in regard to whether such training should be mandatory for all supervisors or on a case-by-case basis.

### **Questions:**

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

Jennifer Dyer	(225) 342-0954 or <a href="mailto:jdyer@crt.la.gov">jdyer@crt.la.gov</a>
Rikki Nicole David	(225) 342-0880 or <a href="mailto:rdavid@crt.la.gov">rdavid@crt.la.gov</a>

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

RND:bc  
Attachment

**Please Post and Circulate**