



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. 2015-030

**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 <sup>(RND)</sup>  
Human Resources Director

**SUBJECT:** Revised PPM #10 – Performance Evaluation System (PES) Policy

**DATE:** October 13, 2015

PPM #10, Performance Evaluation System (PES) Policy, has been revised, effective October 13, 2015. Below is a recap of the revisions that were implemented:

- A. Subdivided Work and Behavior Expectations section into three categories (all classified employees, all supervisory employees, and all P-card holders and/or approvers);
- B. Added mandatory expectations related to P-card holders and/or approvers.

Unlike the other two categories of mandatory expectations listed in the policy, the new expectations related to P-card holders and/or approvers have not been auto-populated into the PES form. Therefore, **it is the responsibility of each Evaluating Supervisor to ensure, if he/she has an assigned staff member authorized as a P-card holder or approver, the employee is rated during his/her PES Evaluation based on the following mandatory expectations, which must be included in the PES planning as follows:**

Work Expectations for All Employees Serving as Authorized P-Card Holders and/or Approvers:

- a. Adheres to all LaCarte Purchasing program guidelines and Cardholder Agreement Form in utilization of P-card and/or approval of purchases.
- b. Completes annual mandatory training related to LaCarte P-card holder and/or approver status.

All planning documents updated on or after the issuance of this memo **MUST** include these expectations if the employee is an authorized P-card holder or approver.

The revised policy is attached for your convenience, and may also be accessed on OLG/DCRT's Channel Z at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index>.

If you have any questions regarding the PES program, please contact the Human Resources Division at (225) 342-0880. For questions regarding the P-card program, please contact the Fiscal Division at (225) 342-8201.

*Supervisors: Please make this memo available to those employees that may not have email access.*

Attachment

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