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DEPARTMENT OF CULTURE, RECREATION & TOURISM
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HUMAN RESOURCES MEMORANDUM NO. 09-026

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Jan Ramezan 
Human Resources Director

SUBJECT: Changes to Chapter 10 of the Civil Service Rules – Performance Planning and Review

DATE: June 25, 2009

On June 3, 2009, the Civil Service Commission approved changes to Chapter 10, Performance Planning and Review (PPR) of the Civil Service Rules. The rule changes have been enhanced to require that rating supervisors who do not properly administer the PPR program will not be eligible for a merit increase. The goal of the performance management system is to ensure communication among supervisors and employees and to continuously improve state agency operations.

The new rule C.S. Rule 10.2(b) states: “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 of the 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.”

The only exception as stated in Civil Service Rule 10.11.1 to the above rule is that the 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.

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In order for our office to be in compliance with the new Civil Service Rules and maintain accurate records, any ratings effective June 3, 2009 and after, a copy of the planning session pages 1 and 7 for the new rating period must be submitted to the Human Resources Office. This information is required to determine supervisor's eligibility for merit increases. The planning session must be completed within 30 days of the anniversary date and a copy of these pages must be submitted immediately to Human Resources. You are also still required to attach the original planning session signature page to the rating when submitting the official rating.

We are currently updating the PPR policy for the department and a copy will be sent to all employees as soon as complete. If you are in a Supervisor role, you are encouraged to sign up for the CPTP Class on PPR as soon as possible.

If you have any questions or need further assistance, please feel free to contact our office.

JR:cm
c: Personnel Liaisons

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