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GENERAL CIRCULAR NUMBER 2024-015

DATE: May 2, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Amendments to Chapter 18 of the Civil Service Rules

At its General Business meeting held on May 1, 2024, the State Civil Service Commission amended Chapter 18 of the Civil Service Rules, effective July 1, 2024.

In summary, Chapter 18 is to be in effect during a transition period from July 1, 2024 through December 31, 2024, as the department transitions from the current paper-based Performance Evaluation System (PES) to Continuous Performance Management (CPM) effective January 1, 2025.

The amended Chapter reads as follows:

[Chapter 18: Transition Rules](#)

18.1 Transition to New Performance Evaluation System

Repealed Effective July 1, 2023

18.2 Performance Adjustments during transition to Performance Evaluation System

Repealed Effective July 1, 2023

18.3 Repealed effective December 14, 2011

18.4 Repealed effective December 14, 2011

18.5 Telework Policy – Transition Period

Repealed Effective July 1, 2023

18.6 Transition from Performance Evaluation System to Continuous Performance Management

Rescinded Effective June 7, 2023

18.7 Transition Period – Performance Evaluation System to Continuous Performance Management

Rescinded Effective June 7, 2023

18.8 Transition Period Performance Planning Components

Rescinded Effective June 7, 2023

18.9 Transition Period Performance Evaluation Components

Rescinded Effective June 7, 2023

18.10 Effects of Transition Period Performance Ratings

Rescinded Effective June 7, 2023

18.11 Transition from Performance Evaluation System to Continuous Performance Management

The Director shall establish and publish procedures to effect an orderly transition to Continuous Performance Management to be established in Chapter 10 of these rules.

18.12 Transition Period Performance Evaluation System to Continuous Performance Management

The transition period shall be July 1, 2024 through December 31, 2024.

18.13 Transition Period Performance Planning Components

New performance planning documents and sessions shall not be required for existing classified employees during the transition period. Evaluating Supervisors shall either:

- Continue to use the July 1, 2023 – June 30, 2024 performance plan or;
- Establish and conduct a new planning session in accordance with the provisions in Chapter 10

Classified employees, excluding WAEs, appointed during the transition period prior to December 1, 2024 shall be planned in accordance with the provisions in Chapter 10.

18.14 Transition Period Performance Evaluation Components

Classified employees, excluding WAEs, shall be evaluated beginning December 1 through December 31, 2024. The transition period performance rating effective date shall be recorded as January 1, 2025. The transition period performance ratings available to Evaluating Supervisors for use are:

- Successful
- Needs Improvement/Unsuccessful

Approval of the Second-level Evaluator shall be required for a transition period performance rating of “Needs Improvement/Unsuccessful.” Approval of the Second-level Evaluator shall not be required for a transition period performance rating of “Successful.”

Transition period performance ratings that are not rendered by December 31, 2024, shall be considered untimely and result in a transition period performance rating of “Unrated.” “Unrated” during this transition period shall have the same effect as a transition period performance rating of “Successful.”

Classified employees appointed during the transition period prior to December 1, 2024 shall be rated in accordance with the provisions in this Chapter.

Classified employees appointed on or after December 1, 2024, shall be rated as “Not Evaluated.” “Not Evaluated” during this transition period has the same effect as a transition period performance rating of “Successful.”

18.15 Effects of Transition Period Performance Ratings

An employee who receives a transition period performance rating of “Needs Improvement/ Unsuccessful” shall be ineligible for attainment of permanent status. The Evaluating Supervisor shall provide documentation to support a transition period performance rating of “Needs Improvement/ Unsuccessful.”

Transition period performance ratings shall not be used for:

- layoff purposes
- determining eligibility for detail to a higher-level position or promotion
- market adjustment ineligibility

Performance ratings effective July 1, 2024 for performance year July 1, 2023 – June 30, 2024 shall be used for above purposes.

Employees shall not have a right to request a review of the transition period performance rating.

Sincerely,

s/Byron P. Decoteau, Jr.
SCS Director