



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2024-026

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**DATE:** June 26, 2024

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** PES Deadlines Reminder

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State Civil Service recently amended Chapter 18 to include rules to be in effect during transition from the current paper-based Performance Evaluation System (PES) to Continuous Performance Management (CPM) effective January 1, 2025. We have recently received questions from our Human Resources Community regarding the Performance Evaluation System (PES), specifically, how to handle the upcoming evaluations for FY 2023-2024 and upcoming planning sessions during the transition period from July 1, 2024, through December 31, 2024. All state agencies should plan to follow the rules and procedures outlined in Chapter 10 of the State Civil Service Rules for the upcoming evaluations for FY 2023-2024. Changes related to CPM will not affect the current rating period.

A chart showing upcoming deadlines are provided below for your reference.

PES Component/SCS Rule	Current Deadline
Evaluations for FY 2023-2024 SCS Rule 10.7(b)	August 31, 2024
Deadline for Employee to Submit Request for Agency Review SCS Rule 10.11(d)	September 15, 2024
Deadline for Agency to Respond to Request for Agency Review SCS Rule 10.11(f)	October 15, 2024

Moving forward to CPM, please note that planning documents for the transition period of July 1, 2024 through December 31, 2024 are not required. Evaluating Supervisors have two options in accordance with SCS Rule 18.13:

- 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

Should an agency elect to continue to use the July 1, 2023 – June 30, 2024 performance plan for the transition period, that may be documented in any way the agency deems appropriate including, for instance, a notation to that effect signed by the Appointing Authority, maintained in Human Resources, and shared with employees. SCS has an [optional](#) Transition Planning and Evaluation Form on our website for agencies that elect to use it. Abbreviated ratings are required for the period July 1 – December 31, 2024. More information will be provided regarding that rating as we prepare to close out the current rating period and move closer to the transition period rating.

Transition (CPM) Rules	Deadline
Plannings for July 1 – December 31, 2024 SCS Rule 18.13	OPTIONAL
Evaluations for July 1 – December 31, 2024 SCS Rule 18.14	December 31, 2024

If you have any questions regarding this general circular, please contact Elizabeth Montalbano, HR Program Support Division Administrator, at (225) 342-8276 or Deputy Director, Chris Deer at (225) 219-9424. Please do not hesitate to contact us if we can help you in any way.

Sincerely,

s/Byron P. Decoteau, Jr.

State Civil Service Director