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DATE: December 18, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Exceptions to Civil Service Rule 10.4 (Second Level Evaluator)

In order to assist agencies in successfully administering Continuous Performance Management (CPM), the State Civil Service Director has granted an exception to Civil Service Rule 10.4 (Second Level Evaluator), of the Rules effective January 1, 2025. This exception to Rule 10.4 allows that those classified positions that report to an unclassified Executive Director or Agency Head are not required to have a Second Level Evaluator approval on their official CPM planning or evaluation.

This rule exception will be applied on an ongoing basis beginning January 1, 2025, with the implementation of Chapter 10: Continuous Performance Management. The exception applies only to a classified position that reports to an unclassified Executive Director or Agency Head. Chapter 10 of the HR Handbook will be updated to reflect this ongoing exception.

Requests for exceptions not covered by this General Circular must be approved by the Director of State Civil Service prior to their use.

If you have any questions about Continuous Performance Management, refer to Chapter 10 of the SCS Rules or contact SCSInfo@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director