



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2025-002

DATE: January 8, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Continuous Performance Management (CPM) Update No. 1: 2025 Annual Plannings CPM SuccessFactors

As Agency Administrators continue to launch 2025 annual planning forms in CPM SuccessFactors, please be advised that for the 2025 planning period only, the requirements set forth in [Civil Service Rule 10.5\(e\)3](#) will be satisfied by completing the planning process by the due dates set forth in the route map and email notifications upon form launch. In order to satisfy the requirements set forth in CSR 10.5(e)3 in the manner described above, planning forms must be launched by January 31, 2025.

The Director is granting this exception to CSR 10.5(e)3 to assist departments with the implementation of CPM SuccessFactors in 2025. Please note this exception only applies to the 2025 annual planning period. As we move forward and evaluate CPM SuccessFactors functionality in 2025, we will continue to communicate policies that will ensure departments are able to use CPM SuccessFactors to comply with the provisions of Chapter 10 of the Civil Service Rules.

Agency Administrators are encouraged to begin the form launch process if you have not already done so. Tools and resources to assist Agency Administrators, supervisors, and employees in the planning process are available on the [CPM Training Center](#) page of the SCS website. If you have any questions, please contact [Elizabeth Montalbano](#), HR Program Support Administrator, or [Dana LeBherz](#), Learning, Performance, and Culture Administrator.

Sincerely,

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