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GENERAL CIRCULAR NUMBER 2017-032

DATE: August 29, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: TROPICAL STORM HARVEY – Exceptions to PES Evaluation Deadlines

In the wake of Tropical Storm Harvey and the subsequent emergency work throughout parts of the State, we have received questions from our Human Resources Directors regarding how to handle the Performance Evaluation System (PES), specifically the upcoming deadline for evaluations for FY 2016-2017.

Civil Service Rule 10.13 provides that the SCS Director may approve exceptions to the PES rules in Chapter 10. In an effort to provide assistance to agencies who may be devoting resources to emergency operations over the coming weeks, the official deadline for PES evaluations for FY 2016-2017 will be adjusted to September 30, 2017.

As a result of this change, the deadline for employees to submit a request for Agency Review will be adjusted to October 16th. Agencies must respond to the request for Agency Review no later than November 16th. A chart showing the current deadlines and the revised deadlines, as provided for in this General Circular, is provided below for your reference:

PES Component/Civil Service Rule	Current Deadline	Revised Deadline – GC 2017-032
Evaluations for FY 2016-2017 – Civil Service Rule 10.7(b)	August 31, 2017	September 30, 2017
Deadline for Employee to Submit Request for Agency Review – Civil Service Rule 10.11(d)	September 15, 2017	October 16, 2017
Deadline for Agency to Respond to Request for Agency Review – Civil Service Rule 10.11(f)	October 15, 2017	November 16, 2017

In accordance with Civil Service Rule 10.12, requests for review by the SCS Director must be submitted no later than 10 calendar days following the date the employee received the Agency Review Decision. Please note, that this deadline will be calculated based upon the revised Agency Review dates, as explained above.

Please note that this is not a mandatory deferral. If you are able to continue the evaluation process as defined in Chapter 10 of the Civil Service Rules, we encourage you to do so.

If you have any questions regarding this exception, please contact your Employee Relations Consultant at (225) 342-8274. Please do not hesitate to contact us if we can help you in any way during this challenging time.

Sincerely,

s/Byron P. Decoteau, Jr.

Director