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## GENERAL CIRCULAR NUMBER 2022-028

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**DATE:** July 8, 2022

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

**SUBJECT:** Reminder of Upcoming PES Deadlines

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State Civil Service has recently received questions from our Human Resources Community regarding the Performance Evaluation System, specifically, how to handle the upcoming evaluations for FY 2021-2022 and upcoming planning sessions for FY 2022-2023. Due to the COVID-19 pandemic and various natural disasters throughout the state over the past few years, State Civil Service has historically adjusted the PES timelines.

Currently, SCS does not intend to adjust PES deadlines for the current and upcoming performance years. Therefore, evaluation sessions under Civil Service Rule 10.7(b) will not be adjusted and planning sessions under Civil Service Rule 10.5(f) 1 & 2 will not be adjusted.

A chart showing the current deadlines as indicated in the Civil Service Rules is provided below for your reference.

PES Component/SCS Rule	Current Deadline
Evaluations for FY 2021-2022 <i>Civil Service Rule 10.7(b)</i>	August 31, 2022
Plannings for FY 2022-2023 Civil Service Rule 10.5(f)3	September 30, 2022
Deadline for Employee to Submit Request for Agency Review <i>Civil Service Rule 10.11(d)</i>	September 15, 2022
Deadline for Agency to Respond to Request for Agency Review <i>Civil Service Rule 10.11(f)</i>	October 15, 2022

State agencies that continue to utilize telework options for classified employees must be able to demonstrate compliance with Chapter 10. Agencies should ensure that the use of electronically communicated planning and evaluation sessions properly document all participants, dates, and signature acknowledgments. (e.g. email conversations, email delivery, and receipts of evaluation and planning forms, and electronic signatures).

State Civil Service will continue to monitor the developments and safety recommendations as it relates to COVID-19 and hurricane season. Any updates to PES deadlines will be provided as warranted.

If you have any questions regarding this general circular, please contact your Agency Relationship Manager or Nicole Tucker, Chief Operating Officer, at (225) 342-8264 or [Nicole.Tucker@la.gov](mailto:Nicole.Tucker@la.gov). 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.  
State Civil Service Director