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## GENERAL CIRCULAR NUMBER 2024-057

**DATE:** November 20, 2024

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

**SUBJECT:** Performance Management Transition Deadline Reminder

As we approach the implementation of Continuous Performance Management (CPM) on January 1, 2025, state agencies are reminded that State Civil Service Rule 18.14 requires all classified employees to be evaluated during the transition period. State agencies should plan to follow the rules and procedures outlined in Chapter 18 of the State Civil Service Rules for the upcoming evaluations during the transition period. Classified employees, excluding WAEs, shall be evaluated beginning December 1 through December 31, 2024 on the [Transition Planning and Evaluation Form](#).

A chart outlining important transition period deadlines, dates and requirements as indicated in Chapter 18 of the Civil Service Rules, are provided below for your reference.

State Agencies	
Evaluations for Transition Period	December 1 – 31, 2024
Classified employees appointed on or after December 1, 2024, shall be rated as “Not Evaluated.” “Not Evaluated” during this transition period has the same effect as a transition period performance rating of “Successful.”	

Higher Education	
Evaluations for Transition Period <i>SCS Rule 18.16</i> <i>Exception granted for statewide colleges and universities due to holiday campus closures</i>	November 1 – December 31, 2024
Due to the exception of the transition performance evaluation period, this exception expands the period during which classified employees at colleges and universities must be rated “Not Evaluated” to those appointed on or after November 1, 2024. “Not Evaluated” during this transition period has the same effect as a transition period performance rating of “Successful.”	

As we continue forward with the implementation of CPM, State Civil Service will keep our stakeholders updated on the progress of our efforts.

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.

Sincerely,

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