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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Continuous Performance Management (CPM) Update No. 4: Alternative Planning Form with Director's Exception and Goal Requirements Updates

Please note this General Circular only applies to Continuous Performance Management SuccessFactors System users. If your agency is using the CPM paper forms, this general circular does not apply to your agency.

In response to feedback received from our HR Community and to accommodate the internal agency processes HR offices follow to process personnel actions, SCS has made two updates to the Alternative Planning Form and provided a clarification regarding the goals requirement.

Launching Alternative Planning Form within 30 days of LaGov Entry

The Alternative Planning Form, used for new hires during the performance year, as well as for promotions, reallocations, and re-plannings, shall be launched within thirty calendar days of the date the personnel action **has been entered in LaGov**. This is a change from GC 2025-008, which specified forms must be launched within 15 days of appointment. This change satisfies the conditions set forth in SCS Rule 15.3.

Director's Exception: Alternative Planning Forms Shall be Completed Within 60 days of Launch

As an exception to SCS Rule 10.5(e) 1 and 2, and (f) 1 and 2, Alternative Planning Forms shall be completed within **60 days** of launch. Again, this is a change from GC 2025-008, which allowed 45 days for completion post-launch.

The justification for these changes and the Director's exception is to allow the completion of normal agency HR processes and to ensure supervisors have the full time allowed by SCS rules to plan their employees.

Goal Requirements

SCS Rule 10.2(a)1 requires each employee be assigned a minimum of two performance goals and one behavior goal. The Success Factors CPM system offers several goal categories through its drop-down menu in addition to performance and behavior goals.

Goals that are performance and behavioral in nature may be found within categories other than those titled “Performance” and “Behavior.” These goals may be used without limitation so long as the outcome is that each employee is assigned at least two performance goals and one behavior goal. For goals to be valid, there must be a minimum of three goals whose weights total 100%.

For 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