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GENERAL CIRCULAR NUMBER 2025-012

DATE: February 11, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Continuous Performance Management (CPM) Update No. 5: Exceptions to Civil Service Rule 10.4 (Second Level Evaluator) – This General Circular Supersedes GC 2024-062

To assist agencies in successfully administering Continuous Performance Management (CPM), the State Civil Service Director has granted two exceptions to Civil Service Rule 10.4 (Second Level Evaluator). These exceptions provide that Second Level Evaluators are not required for two employee groups:

1. Employees who report directly to an unclassified Executive Director, unclassified Department Head, unclassified Agency Head, Board, or Commission.
2. Employees for whom the Second Level Evaluator is an unclassified Executive Director, unclassified Department Head, unclassified Agency Head, Board, or Commission.

These rule exceptions will be applied on an ongoing basis retroactive to January 1, 2025.

Requests for exceptions not covered by this General Circular must be approved by the Director of State Civil Service.

Although the Second Level Evaluation is a key component of Continuous Performance Management (CPM), there may be certain situations in which additional exceptions are needed. To request an exception to Civil Service Rule 10.4, an agency must submit a formal request to include the job title and position number of the position(s) to be exempted from the Second Level Evaluator requirement. This request should be submitted to your agency's Human Resources Program Support Consultant. Retroactive approval will not be granted to cover a violation of Rule 10.4.

If you have questions regarding these exceptions, contact [Elizabeth Montalbano](#), HR Program Support at (225) 342-8274.

Sincerely,

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