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DATE:	October 21, 2025
TO:	Heads of State Agencies and Human Resources Directors
SUBJECT:	Continuous Performance Management (CPM) Update No. 6: Exception to Civil Service Rule 10.5(e)

To assist agencies in successfully administering Continuous Performance Management (CPM), the State Civil Service Director has granted an exception to Civil Service Rule 10.5(e) of the Rules effective January 1, 2025. This exception to Rule 10.5(e) allows those employees appointed on or after October 1 to be exempt from having a performance planning conducted during the first two calendar months following an appointment or permanent movement. This approach avoids conducting two performance plannings within a short timeframe, as these employees will be included in the annual performance planning cycle that begins January 1.

SCS Rule 10.5(e) states: A performance planning session shall be conducted during the first two calendar months following:

1. The appointment of a new employee; or
2. The permanent movement of an employee into a position having a different position number with significantly different duties; or
3. The beginning of the new performance evaluation year (no later than March 1).

Due to the close timing of these appointments to the start of the new performance year, a decision has been made to defer performance planning for this group until the beginning of the new performance evaluation year (January 1 – March 1). The absence of a performance plan for the period between October 1 and December 31 will **not** be considered a rule violation.

Please note that this exception does not prohibit agencies from conducting a planning session or providing performance expectations to employees hired on or after October 1. Agencies will have the ability to launch alternative planning forms in SuccessFactors CPM through October 31. After October 31, either a planning session will be deferred, or a planning session can be conducted using a paper form.

If you have any questions about Continuous Performance Management, refer to Chapter 10 of the SCS Rules or contact SCSInfo@civilservice.la.gov.

Sincerely,

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