

The SLU Human Resource Office Newsletter

HUMAN RESOURCE HIGHLIGHTS**COMPREHENSIVE HUMAN RESOURCE SERVICES****PERFORMANCE PLANNING AND
REVIEW SYSTEM CHANGES**

The State Civil Service Commission approved changes to the Chapter 10 Performance Planning and Review System at its July 12, 2000 meeting. These changes are effective for those classified employees whose anniversary dates are March 1, 2001 and later. Employees with anniversary dates prior to March 1, 2001 will be rated and if applicable, re-rated using the rules currently in effect. It is important to become familiar with the changes in the rules so the appropriate rules for planning, rating and re-rating sessions and internal and external requests for review or appeal processes are followed.

Significant Changes in Chapter 10 Rules

It is made clear that failure to designate a Rating Supervisor or to rate or to conduct a planning session shall be a rule violation.

"Exceeds Requirements" and "Meets Requirements" have replaced ratings of "Very Good" and "Satisfactory".

Ratings of "Un-rated" will be created by default when the employee does not receive an official rating or re-rating. PPR forms indicating the employee received a rating or re-rating of "Un-rated" must be completed and copies given to the employee. These "Un-

rated" ratings must be entered into the ISIS HR system, through direct entry by the agency, just as any other rating must be entered.

In addition to not being eligible for a merit increase, a promotion or permanent status, employees with ratings of "Needs Improvement" or "Poor" shall not be detailed to a higher level position except as approved in advance by the Director of Civil Service.

The requirement for a second reviewer's signature to make the rating valid is eliminated.

The role of Reviewing official has not changed. Previously, the Reviewer served as the second reviewer before a rating was considered valid. The Reviewer will serve as the official within the agency to whom employees may appeal a rating with which they do not agree. The Reviewer is the only person within the employing agency who can change an official rating. The Reviewer must discuss the contested rating(s) with the employee and the Rating Supervisor, but not necessarily at the same time.

The "request for review" process is expanded so that an employee may now request an internal agency review of any rating, including "Un-rated." Employees who were previously left with a Satisfactory by default rating for an entire year may now request a review if

the supervisor fails to rate the employee within the required time frame.

The rating review process is further changed by providing a process for the employee to request a review by the Director of Civil Service (or his/her designee), if the employee's rating has been reviewed at the agency level and the employee still does not agree with the given rating. However, the employee may no longer appeal a rating to the Civil Service Commission unless there is an allegation of discrimination based on political or religious beliefs, sex or race.

A uniform 60-day window of opportunity is provided for both the rating session and the re-rating session. The anniversary date is now included in the window of opportunity for the rating session.

The PPR form is being revised, and will appear on the www.dscs.state.la.us website in downloadable form when the final revisions are complete.

For more information, please see the following:

- General Circular No. 001417
- Chapter 10 of the Civil Service Rules
- The new PPR Form SF15 (R 11/00) at www.dscs.state.la.us

MORE DEDUCTIBLE MOVING EXPENSES

The following moving expenses are tax deductible:

- Ordering cable and Internet service.
- Disconnecting, connecting utilities.

- Storing and insurance household items for up to 30 days.
- Shipping cars and pets.
- Gasoline costs incurred from the trip to the new home.
- Lodging during the move.
- Tolls and parking fees.

Get and keep receipts and consult IRS Publication 521 for further information.