**Performance Planning** and **Performance Evaluation**:

Welcome to the first year of the Continuous Performance Management (CPM) performance planning tool.  State Civil Service (SCS), together with the Office of Technology Services (OTS), has developed this tool with the purpose of providing state employees with clear and transparent performance goals, as well as to provide agency leadership with a comprehensive system that facilitates performance management, performance development, and accountability.  2025 is the first year of system implementation, and brings not only a new form and a new online system with multiple planning features, but also significant changes to the SCS rules that govern performance planning and evaluation.  In 2026 and beyond, SCS and OTS are currently planning the design and implementation of additional system features and capabilities such as feedback processes and competency development.  Chapter 10 of the State Civil Service Rules provides the framework for all classified employees using this system, and defines the roles and processes used in evaluating performance and performance planning.  CPM fulfills those rules and will allow supervisors, 2nd level evaluators, and employees to track and see planning and evaluation forms online via desktop and mobile devices, increasing efficiency and transparency.  For more information about the Civil Service rules regulating performance evaluation, please see Chapter 10 [here](https://www.civilservice.louisiana.gov/CSRules/Chapter10.aspx).  For more information and resources about the CPM system, click [here](https://www.civilservice.louisiana.gov/CPM/default.aspx).  CPM training may also be found in LaGov Learning.

**Not Evaluated**:

An employee who is appointed on or after October 1 of the performance evaluation year shall be assigned a "Not Evaluated" rating.  When an employee transfers between January 1 and March 1, the gaining agency shall be responsible for assigning a rating of "Not Evaluated" to an employee who has not been rated by the losing agency as of the effective date of the transfer. A "Not Evaluated" rating shall have the same effect as a "Successful" rating.

**Rating Replacement**:

The Rating Replacement is used in two circumstances:  Firstly, the replacement is used when the agency receives a rating that contains some error (rating not done timely or a mistake made in rating) and chooses to replace the initial rating given.  In this case, the rating will change to "Unrated," which has the same effect as a "Successful." When an evaluation is in violation of these rules, the Human Resources Office shall assign an "Unrated" rating to the employee.

Secondly, the replacement is used when an employee requests an agency review of their "Unsuccessful" performance rating and that review results in a change to the evaluation rating by the agency review panel.  In these cases, the official rating will change to "Needs Improvement".  The official evaluation rating may only be changed by the Human Resource Office.  Any change to the official evaluation rating shall be retroactive to the evaluation effective date of January 1.