

## SCS Performance Evaluation System (PES) - Request for Review

**STEP 1: PERFORMANCE EVALUATION-REQUEST FOR AGENCY REVIEW**

C.S. Rule 10.11 (a) A permanent employee who receives an overall performance evaluation of "Unrated" or "Needs Improvement/Unsuccessful" may request an official review of that evaluation by an Agency Reviewer(s).

C.S. Rule 10.11 (d) A request for review must be submitted in writing and be post-marked or received in the employing agency's HR officeno later than September 15<sup>th</sup> following the evaluation year.

**EMPLOYEE INFORMATION (Permanent Employees Only)**

Dept/Office/Section/Unit:			Date Submitted to HR:		
Employee Name:			Personnel #:		
Home Address:					
Employee Title:			Performance Year:		7/1/____ - 6/30/____
PES Rating Received:	<input type="checkbox"/>	Needs Improvement/Unsuccessful	<input type="checkbox"/>	Unrated	

Explain why you disagree with the rating given to you by your supervisor and attach supporting documents (if applicable).

*All supporting documents must be attached to this form at the time you submit your request.*

**HUMAN RESOURCES USE ONLY**

Confirm Employee's Rating:	<input type="checkbox"/>	Needs improvement/Unsuccessful	<input type="checkbox"/>	Unrated	<input type="checkbox"/>	The Request was not received or postmarked by September 15 <sup>th</sup> and is not compliant according to C.S. Rule 10.11(d). (Sign/Date provide employee copy and file, no further action required)
Date Received in Human Resources:						
If all elements of Step 1 are complete and in accordance with Chapter 10, Sign/Date/provide email address, then move to Step 2 on the next page.						
Human Resources Officer Signature						Date
HR Officer's email Address:						

Employee Name: \_\_\_\_\_

Performance Year: \_\_\_\_\_

STEP 2: PERFORMANCE EVALUATION-AGENCY REVIEW						STEP 3: PERFORMANCE EVALUATION-STATE CIVIL SERVICE DIRECTOR REVIEW																			
<b>HUMAN RESOURCES USE ONLY</b>						<p><i>C.S. Rule 10.12 (a) ONLY those employees who receive an overall evaluation of Needs Improvement/Unsuccessful following an Agency Review may request a Director's Review</i></p> <p><i>C.S. Rule 10.12 (b) A request for review under this rule must be postmarked or received by the Director no later than 10 days following the date the employee received the Agency Reviewer(s) decision</i></p> <p><i>C.S. Rule 10.12 (c) C.S. Director may either affirm the overall evaluation or change to Unrated</i></p> <p><b>MAIL <u>ONLY</u> THIS FORM:</b> LA Dept. of State Civil Service, P.O. Box 94111, Capitol Station, Baton Rouge, LA 70804  <b>C.S. will request the Employee's PES file after receiving this request by the employee</b></p>																			
<b>Required steps for submission to Agency Reviewer(s)</b>																									
<input type="checkbox"/>	Employee's Request for Review with supporting document, if applicable			<input type="checkbox"/>	Employee's current PES form with required documentation, if applicable																				
<i>I certify that all elements required in State Civil Service Chapter 10 are present:</i>																									
Date submitted to Agency Reviewer(s)				<b>Human Resources Officer's Signature</b>																					
<b>AGENCY REVIEWER(S) USE ONLY</b>						<p style="text-align: center;"><b>Explain why you disagree with the Agency Reviewer(s) Decision (Required)</b>  <i>(If more space is needed attach ONLY your reasoning for requesting a review)</i></p> <div style="height: 150px; border: 1px solid black;"></div>																			
<p><i>C.S. Rule 10.11 (f) The Agency Reviewer(s) shall give the employee, the Evaluating Supervisor, and the HR office written notice for the results of their review. The notification shall be provided no later than OCTOBER 15<sup>th</sup>.</i></p> <p style="text-align: center;"><b>Interviewed/Discussed with Employee &amp; Evaluating Supervisor (Required but not at the same time)</b>  <i>*Additional documentation can be requested by the Reviewer(s)</i></p>																									
Evaluating Supervisor Initial		Date		Employee Initial						Date															
Notes (attach if needed):																									
<b>AGENCY REVIEWER(S) DECISION</b>						<b>CIVIL SERVICE USE ONLY</b>																			
<p><i>10.11(c) The Official Overall Evaluation may only be changed by the Agency Reviewer(s)</i></p>						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 75%;">Employee was given copy of Decision by Agency Reviewer(s)</td> <td style="width: 10%; text-align: center;">Date</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Received employee's request for Director's Review</td> <td style="text-align: center;">Date</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Requested employee's PES file from Agency's HR</td> <td style="text-align: center;">Date</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Received employee's PES file from Agency's HR</td> <td style="text-align: center;">Date</td> <td></td> </tr> </table>				<input type="checkbox"/>	Employee was given copy of Decision by Agency Reviewer(s)	Date		<input type="checkbox"/>	Received employee's request for Director's Review	Date		<input type="checkbox"/>	Requested employee's PES file from Agency's HR	Date		<input type="checkbox"/>	Received employee's PES file from Agency's HR	Date	
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<input type="checkbox"/>	<b>OVERTURNED</b>			<input type="checkbox"/>	<b>AFFIRM</b>																				
<input type="checkbox"/>	Unrated																								
<input type="checkbox"/>	Needs Improvement/ Unsuccessful																								
<input type="checkbox"/>	Successful																								
<input type="checkbox"/>	Exceptional																								
<input type="checkbox"/>	Given																								
<input type="checkbox"/>	Mailed	DATE of Notification to Employee		<b>Agency Reviewer(s) Signature</b>																					
						<b>DIRECTOR'S DECISION</b>																			
						<p style="text-align: center;"><i>*A decision by Civil Service is considered final and cannot be challenged</i></p>																			
						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 10%; text-align: center; vertical-align: middle;"><b>*FINAL DECISION rendered by Director</b></td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 60%;">Overturn rating to Unrated</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;">Uphold rating rendered by Agency Reviewer(s)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Request was not received in accordance with C.S. Rule 10.12 (b).</td> <td colspan="2" style="height: 40px;"></td> </tr> </table>				<b>*FINAL DECISION rendered by Director</b>	<input type="checkbox"/>	Overturn rating to Unrated	<input type="checkbox"/>	Uphold rating rendered by Agency Reviewer(s)	<input type="checkbox"/>	Request was not received in accordance with C.S. Rule 10.12 (b).									
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						<b>Director/Designee Signature</b>		<b>Date</b>																	