



Human Resources Newsletter

May 2005 News

What's New, What's Hot

- Governor Kathleen Blanco recently proclaimed Wednesday, May 4, 2005, as **State Employee Recognition Day** in order to commend the hard work and dedication of state employees across the Pelican State. In conjunction with this celebration, the **Headquarters Employee Recognition Ceremony** will be held in the Headquarters Auditorium at 2:30 pm. Prior to the ceremony, every floor of the Headquarters Building will serve light refreshments starting at 1:00 pm. The refreshments were made possible through generous donations by DOTD Section Heads.
- HR is establishing a **Lending Library** of books, videos, and self-study training courses to be housed in the HR Conference Room, # 300-S. A list of current titles is being collected and annotated now. The materials will be made available to all DOTD employees. A list of these materials will be published on the HR Web pages on the DOTD intranet. Much of the video material can be used for staff meetings or other group events. There is some very good skill-improvement self-study material. There may be materials that employees in other sections/districts would like to make available to employees through the Lending Library. If so, please contact Peggy Brandes @ (225) 379-1293.
- **Performance Planning and Review (PPR) in DOTD will undergo some important changes effective July 1, 2005.** The Civil Service Director has authorized a two-year pilot program in which the performance rating period for all employees will be from July 1-June 30 of each year. Supervisors will be preparing for this changeover by meeting with each employee to conduct planning sessions to set new performance expectations based on agency and district/section goals for the FY 05/06 rating period. This change will have no effect on the employee's anniversary date and his/her eligibility for a merit increase this year. [PPM 55](#), revised effective May 2, 2005, can be viewed on the HR web page. The following will help all employees understand the change that becomes effective shortly.

The New PP&R Timeline

WHAT?: DOTD's new PP&R rating cycle is July 1 through June 30. Sections/districts will shortly receive agency goals and develop section/district goals to incorporate into individual PPR planning expectations.

WHEN?: Between May 23 and July 15, 2005, supervisors should prepare/complete planning/goal setting sessions for FY 2005/2006 PP&R's for all current employees. This does not apply to employees with an official "NI" or "Poor" rating.

HOW ABOUT NEW EMPLOYEES?: Planning/goal setting sessions should be conducted within 30 days after a new hire of any type-probational, job appointment or transfer of a permanent employee from another state agency. Exceptions will apply to employees hired between April 1 and June 30 of this year. Also, if current DOTD employees move into new jobs through promotion, detail, demotion, reassignment, etc., their new supervisor should conduct a planning session within 30 days of the effective date of that action.

WHEN ARE RATINGS DUE FOR FY 05/06?: All must be reviewed, completed and issued by June 30, 2006.

WHEN DOES NEW PLANNING TAKE PLACE FOR FY 06/07?: Reviewed, completed and issued by July 15, 2006.

WHAT ABOUT RE-RATINGS?: Re-ratings will be done during the 05-06 fiscal year as currently scheduled. After June 30, 2006, re-ratings will be conducted between October 31 and December 30, 2006.



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(Continued)

Special Events

- May 2 - Civil Service Job Fair in New Orleans
- May 4 - State Employee Recognition Day
- May 5 - Training: Documenting for Performance & Disc---HQ
- May 8 - Civil Service Commission Hearing--Baton Rouge
- May 12 - Training: Performance Planning & Review-HQ
Training: EEO Meeting for Mgmt & Fin-HQ
- May 17 - Training: Performance Planning & Review-Alexandria
- May 18 – SCHR
Training: Performance Planning & Review-Bossier City
- May 25 - Civil Service Job Fair in Baton Rouge
- May 26 - Training: Employee Orientation--HQ

HR Unit Updates

Personnel Management Unit

- The on-line HR Needs Assessment Survey for FY 05/06 was sent out by e-mail to district/section heads on April 20 with May 6 as the deadline to respond. Feedback will be used to develop the HR Section's work plans for the upcoming fiscal year. Farilyn Dupuy, (225) 379-1259 is the HR contact for this and wants to thank all the "early birds" who have already submitted their responses.
- An audit of supervisory attendance at the Documenting for Performance and Discipline classes has been completed and all indications are that the attendance mandate by Sec. Bradberry will be met by the end of this FY. Peggy Brandes, HR Trainer, would like to thank all the section/district training coordinators for assisting in this audit and assuring that the mandate was met for their group. Space is still available in the following classes:
 - July 14--8:30 am to 3:30 pm--HQ
 - July 26 --8:30 am to 3:30 pm--HQ

Compensation Unit

- Sarah Ragona and Angela DeBerry, new Management Interns in the Compensation Unit, are available to assist DOTD managers and employees with Classification and Pay concerns. See Page # 3 to view their assigned sections and districts. Please feel free to call upon your respective consultant as needed. We're very excited to have them on the HR Staff!
- In an effort to ensure that position descriptions (SF-3s) are updated on a systematic basis, the Comp Unit is now preparing for its first round of cyclical SF-3 reviews. This SF-3 Cyclical Review Project will consist of a number of phases during which SF-3s will be submitted by sections/districts for review and updating in an established order of priority/need.

DISTRICT/SECTION ASSIGNMENTS

Angie DeBerry	Sarah Ragona
(225) 379-1291	(225) 379-1258
Districts	
02	08
03	58
04	61
05	62
07	
Sections	
01	19
06	20
10	22
12	23
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16	29
21	30
26	33
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