



MINUTES / ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, SEPTEMBER 2, 2015

9:00 A.M.

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:20 A.M. ON WEDNESDAY, SEPTEMBER 2, 2015. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, C. PETE FREMIN, AND RONALD CARRERE. COMMISSIONERS G. LEE GRIFFIN AND KIMBERLY DELLAFOSSA WERE ABSENT.

- Opportunity for Public Comment (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Request for Commission approval of Suspension Pending Criminal Proceedings of Antonio D. Webb by the Department of Health and Hospitals. **THE COMMISSION GRANTED THE REQUEST WITH THE CONDITION THAT THE EMPLOYEE BE GIVEN THE OPTION TO USE HIS ANNUAL OR ANY COMPENSATORY TIME TO HIS CREDIT BEFORE PROCEEDING WITH THIS ACTION, BY A VOTE OF 4-1. (COMMISSIONER CARRERE OPPOSED.)**
- 2) Request of Imperial Calcasieu Human Services Authority to establish a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34, effective September 2, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Public hearing to consider proposed adoption of State Civil Service Rules 25.1 and 25.2; and the repeal of State Civil Service Rule 22.10. **State Civil Service recommends an effective date of September 2, 2015.** (Details contained in General Circular 2015-029.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED AMENDMENTS TO STATE CIVIL SERVICE RULES AS DETAILED IN GENERAL CIRCULAR 2015-029.**

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION ACCEPTED THE PROPOSED CHANGES TO THE PROMULGATED PROPOSED RULE CHANGES.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION ADOPTED THE PROPOSED CHANGES TO STATE CIVIL SERVICE RULES AS AMENDED DURING PUBLIC HEARING.

- 4) WITHDRAWN
- 5) WITHDRAWN
- 6) Request of the Monroe Housing Authority for an exception to State Civil Service Rule 6.5(g), to pay Cheryl Farmer above the third quartile, for a Program Manager 2 – Social Services position effective September 2, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 7) Request of the Port of New Orleans to establish a Pay for Employees at Range Maximum policy in accordance with State Civil Service Rule 6.16(g), effective October 1, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 8) Request of the Department of State Civil Service to ratify the Director’s interim approval of exceptions to a layoff avoidance measure in the form of a retirement incentive for the LSU Agricultural Center in accordance with State Civil Service Rule 17.3. **State Civil Service recommends ratification of the Director’s interim approval of the requested layoff avoidance plan.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR’S INTERIM APPROVAL.**
- 9) Request of the Louisiana Workforce Commission to extend unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for one (1) Director of Medical Services, effective January 9, 2016. **State Civil Service recommends approval effective January 9, 2016 through January 8, 2020.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE JANUARY 9, 2016 THROUGH JANUARY 8, 2020.**
- 10) Request of the Louisiana Department of Insurance for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the classified service, one (1) Assistant Commissioner, effective September 2, 2015. **State Civil Service recommends approval effective September 2, 2015 through September 1, 2019. Establishing this position does not create a precedent for other Assistant Commissioner positions within other Divisions and/or Offices.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE STATE CIVIL SERVICE, EFFECTIVE SEPTEMBER 2, 2015 THROUGH SEPTEMBER 1, 2019.**
- 11) Request of the Coastal Protection and Restoration Authority, to extend unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for three (3) NRDA Attorney positions, effective October 6, 2015. **State Civil Service recommends approval effective October 6, 2015 through October 5, 2019.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE STATE CIVIL SERVICE, EFFECTIVE OCTOBER 6, 2015 THROUGH OCTOBER 5, 2019.**
- 12) Consideration of the Minutes of the Commission Meeting held on July 15, 2015. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**

- 13) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Capital Area Human Services District
 - South Central Louisiana Technical College
 - Eastern Louisiana Mental Health System
 - University of Louisiana at Lafayette
 - Louisiana Economic Development
 - Louisiana Department of Insurance
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 14) Request of the Southeast Louisiana Flood Protection Authority – East to approve an exception to State Civil Service Rule 6.14(i) allowing for the retroactive award of a 4% Performance Adjustment to Carol Purcello for the 2013/2014 performance year. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 15) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2015-032.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**
- ON MOTIONS DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A & B, WITH EXHIBIT A BEING CONTINGENT UPON GOVERNOR’S APPROVAL; AND SET THE EFFECTIVE DATE OF EXHIBIT A TO BE SET BY DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL; AND SET THE EFFECTIVE OF EXHIBIT B TO BE SET BY DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF COMMISSION APPROVAL.**
- 16) Request of the Department of Revenue to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 2, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 17) Request of the University of New Orleans to speak to the Commission regarding outsourcing its Custodial, Maintenance, and Facility Operation services. **COMMISSION ACTION REQUIRED.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER RECEIVING A PRESENTATION FROM THE AGENCY AND PUBLIC COMMENT; ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE OUTSOURCING CONTRACT BY A VOTE OF 3-2. (COMMISSIONERS FREMIN AND CARRERE OPPOSED.)**
- 18) Consideration of a motion to grant a Fiscal Year 2014-2015 Performance Adjustment, in accordance with State Civil Service Rule 6.14, to the State Examiner of the Municipal Fire and Police Civil Service, disbursed on October 1, 2015 with the condition that should the Examiner determine that a Layoff Avoidance measure of withholding or reducing Performance Adjustments is necessary for his agency, the Examiner’s Performance Adjustment shall be disbursed in the same amount and manner as the employees of his agency. **(No Attachment) UPON RECONVENING AFTER EXECUTIVE SESSION, COMMISSION APPROVED THE MOTION.**

- 19) Consideration of a motion to grant a Fiscal Year 2014-2015 Performance Adjustment, in accordance with State Civil Service Rule 6.14, to the Director of State Civil Service, disbursed on October 1, 2015 with the condition that should the Director determine that a Layoff Avoidance measure of withholding or reducing Performance Adjustments is necessary for her agency, the Director's Performance Adjustment shall be disbursed in the same amount and manner as the employees of her agency. (No Attachment) UPON RECONVENING AFTER EXECUTIVE SESSION, COMMISSION APPROVED THE MOTION.

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, SEPTEMBER 2, 2015

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 20) Request of Louisiana State University at Alexandria to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 2, 2015. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 21) Request of State Civil Service to revoke the exemption from the classified service granted under the provisions of State Civil Service Rule 4.1(d)2 for the Deputy Commissioner position for Minority Affairs at the Department of Insurance, effective September 2, 2015. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 22) Request of the Port of New Orleans, in accordance with State Civil Service Rule 21.8(b) and 21.9(d), to compensate non-exempt and exempt employees at the time and one-half rate for State Overtime as part of their Disaster Overtime Compensation policy, effective September 2, 2015 through September 1, 2020. State Civil Service recommends approval for a period of two years, to be effective September 2, 2015 through September 1, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE STATE CIVIL SERVICE, EFFECTIVE SEPTEMBER 2, 2015 THROUGH SEPTEMBER 1, 2017.**
- 23) Request of the Department of Revenue to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 2, 2015. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 24) Request of the Department of Revenue to amend its Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective September 2, 2015. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 25) Request of the Department of Wildlife and Fisheries to amend its Special Entrance Rate policy for WLF Enforcement Cadet, WLF Enforcement Agent and WLF Enforcement Senior Agent job titles in accordance with State Civil Service Rule 6.5(b), effective September 2, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 26) Request of the Louisiana Office of Student Financial Assistance for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the classified service, thirteen (13) positions for Field Services Outreach, effective September 2, 2015 through September 1, 2019. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
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- Director's Report

- *Director would like to remind appointing authorities of certain requirements for filling vacancies prior to General Statewide Elections.*
 - *CSR 22.2: Beginning October 24th through January 11th Appointing Authorities must obtain SCS Director's approval before making a permanent appointment to any job at or above MS-520, AS-620, SS-419, PS-115, WS-218, or TS-315*
 - *CSR 14.1(f): No person elected to public office shall, while serving in such elective office, be appointed to or hold any position in the classified service.*
 - *CSR 14.1(p): Except with the prior approval of the Commission, no person shall be placed in any classified position in a department for which he/she is, or within the past two years was, a statutory appointing authority.*
 - *Director would like to remind agencies of the upcoming deadline for submission of Dunbar Award nominations, due by September 11, 2015.*
 - *Director Templet bid her farewell remarks to the Commission and thanked the Commission and the Staff for all the support and encouragement over the past six years.*
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals and Personnel matters. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS AND PERSONNEL MATTERS AT 11:09 A.M.**
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THE COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 12:21 P.M.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD AN ITEM TO THE AGENDA.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPOINTED BYRON DECOTEAU TO SERVE AS INTERIM DIRECTOR OF STATE CIVIL SERVICE.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 12:26 P.M. ON WEDNESDAY, SEPTEMBER 2, 2015.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN