



ACTIONS / MINUTES
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, NOVEMBER 14, 2012
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 MEETING AT 9:05 A.M. ON WEDNESDAY, NOVEMBER 14, 2012. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS KENNETH POLITE, D. SCOTT HUGHES, G. LEE GRIFFIN, C. PETE FREMIN, AND SIDNEY TOBIAS.

- Employee Opportunity to Address the Commission. (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 of the Office of Behavioral Health to speak to the Commission regarding the proposed outsourcing of inpatient services for 32 adult acute and 50 child/adolescent beds at Southeast Louisiana Hospital (SELH). **For Informational purposes only - No Commission action required at this time.** (Dr. Anthony Speier, Assistant Secretary, Cindy Rives, Deputy Assistant Director, and Richard Kramer, Director of Hospitals and CEO of SELH to sign-in upon arrival in order to address the Commission.) **DR. SPEIER PROVIDED THE COMMISSION WITH DETAILS REGARDING PROPOSED PLANS OUTSOURCING OF INPATIENT SERVICES FOR SPECIFIED BEDS AT SOUTHEAST LOUISIANA HOSPITAL.**
- 2) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2012-027) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A THROUGH C, WITH EXHIBIT A BEING CONTINGENT UPON GOVERNOR'S APPROVAL; AND THE EFFECTIVE DATE OF ALL EXHIBITS TO BE SET BY DIRECTOR NO SOONER THAN TEN (10) DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.

- 3) Request of the Department of Culture, Recreation and Tourism – New Orleans City Park (NOCP), in accordance with State Civil Service Rule 4.1(d)2: ¹ To extend exemption authority from the classified service for (97) positions; and ² Request authority to exempt (14) new positions from the classified service. **State Civil Service recommends approval of these exemptions from the state classified service, effective November 14, 2012 through June 30, 2017.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED BOTH REQUESTS.** Position numbers for the entire 111 positions and resumes for the 14 new position incumbents must be emailed to misty.mcafee@la.gov . Please use **NOV.2012-SCSC#3** as the reference when transmitting this information.
- 4) Request of the Louisiana Housing Corporation to exempt (1) position of Policy Director from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective November 1, 2012 through October 30, 2015. **State Civil Service recommends approval to exempt this position from the classified service, with effective date of November 14, 2012 through October 30, 2015.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **Request #6864** as the reference when transmitting this information.
- 5) Request of the Louisiana Housing Corporation to exempt (1) position of Director of Governmental Affairs from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective October 29, 2012 through October 28, 2015. **State Civil Service recommends approval to exempt this position from the classified service, with effective date of November 14, 2012 through October 28, 2015.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS AMENDED, EFFECTIVE NOVEMBER 14, 2012 THROUGH OCTOBER 30, 2015.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **Request #6865** as the reference when transmitting this information.
- 6) Request of the Teachers' Retirement System of Louisiana to establish a Dual Career Ladder Policy for Information Technology positions, in accordance with State Civil Service Rule 5.9, effective November 14, 2012. **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 Department of Transportation and Development to increase Premium Pay for Human Resources jobs from \$1.00 per hour, to \$2.00 per hour, for all hours worked, in accordance with State Civil Service Rule 6.16(a), effective November 12, 2012. **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 Housing Authority of Shreveport for a permanent Optional Pay adjustment of 3% (with 7% having already been granted by the agency) for Linder Henry, Housing Area Manager, in accordance with State Civil Service Rule 6.16.2, effective September 18, 2012. **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.**

- 9) Request of State Civil Service to ratify, in accordance with State Civil Service Rule 17.3, an exception to State Civil Service Rule 17.20(a), to the Department of Public Safety and Corrections, Corrections Services, C. Paul Phelps Correctional Center. State Civil Service recommends ratification of the exception, which was given interim approval by the Director on October 10, 2012, with an effective date of close of business November 1, 2012. (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.**
- 10) Request of the Office of Juvenile Justice (OJJ) for two exceptions to the Overtime Rules in accordance with State Civil Service Rule 21.13: ¹ An exception to State Civil Service Rule 21.11(a), in order to carry forward straight compensatory leave from fiscal year ending June 30, 2012 to the fiscal year beginning July 1, 2012, up to 540 hours for essential services; and ² An exception to State Civil Service Rule 21.11(c), to allow an additional (90) days from September 30, 2012, to allow employees the use of straight compensatory leave in excess of the 540 hour cap. State Civil Service recommends approval of these exceptions. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED BOTH REQUESTS WITH A VOTE OF 5 TO 2. (COMMISSIONERS HUGHES AND FREMIN OPPOSED.)**
- 11) Request of the Department of Revenue for an extension of a job appointment for Nina Fogleman, Revenue Tax Analyst 2, in accordance with State Civil Service Rule 23.5(a), effective November 29, 2012 through November 28, 2014. 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.**
- 12) Consideration of the Minutes of the Commission Meeting held on October 2-3, 2012. THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.
- 13) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Department of Natural Resources
 - Department of Public Safety and Corrections – Probation and Parole
 - Louisiana Commission on Law Enforcement
 - Louisiana Department of Revenue
 - Louisiana Real Estate Commission and Louisiana Real Estate Appraisers Board
- (Appearance by Melinda Robert of the Department of Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 14) Request of Louisiana State University – Baton Rouge to establish a Perquisites policy, in accordance with State Civil Service Rule 6.3.1, to pay a lump sum of \$100.00 annually for a shoe allowance for the Traffic Control Officers, Booth Guards and Maintenance staff in the Department of Parking, Traffic and Transportation, effective November 14, 2012. 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.**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, NOVEMBER 14, 2012

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

- 15) Consideration of the following requests to amend Optional Pay policies, in accordance with State Civil Service Rule 6.16.2, effective November 14, 2012. **Department recommends approval for each request below.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED EACH REQUEST SHOWN BELOW.**
- a. Louisiana Used Motor Vehicle Commission – amend policy.
 - b. Huey P. Long Medical Center – amend policy.
- 16) Request of the Department of Wildlife and Fisheries to establish a Payment for Attainment of an Advanced Degree policy, to grant employees a base pay increase up to 10%, in accordance with State Civil Service Rule 6.16(h), effective November 14, 2012. **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 State Civil Service to ratify the approval of layoff avoidance measures, in accordance with State Civil Service Rule 17.6, for agencies that submitted Layoff Avoidance plans after October 1, 2012. **State Civil Service recommends ratification of each of these plans, which were given interim approval by the Director, with an effective date of October 1, 2012.** (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.**

-
- Director's Report
 - **AFTER PRESENTATION FROM ADRIENNE BORDELON, THE COMMISSION DIRECTED THE DIRECTOR TO PROCEED WITH PROMULGATING PROPOSED CHANGES TO SPECIFIC STATE CIVIL SERVICE RULES.**
 - **CHRIS DEER PRESENTED THE ANNUAL PAY PLAN REPORT TO THE COMMISSION.**
 - **DIRECTOR TEMPLET PRESENTED THE PES TRANSITIONAL REPORT TO THE COMMISSION.**
 - **DIRECTOR TEMPLET PROVIDED THE COMMISSION WITH A COPY OF THE DEPARTMENT PREFERRED RE-EMPLOYMENT LIST QUARTERLY REPORT AND THE ANNUAL REPORT.**
 - **DIRECTOR TEMPLET CONGRATULATED COMMISSIONER G. LEE GRIFFIN ON HIS GOLDEN DEEDS AWARD AND RAINETTE STEPHENS AS ONE OF THIS YEAR'S DUNBAR AWARD WINNERS.**
 - **DIRECTOR TEMPLET INFORMED THE COMMISSION THAT THE NEW WEBSITE FOR THE DEPARTMENT OF STATE CIVIL SERVICE WAS IMPLEMENTED TWO WEEKS AGO.**

-
- Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (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.**

**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:22 A.M.
ON WEDNESDAY, NOVEMBER 14, 2012.**

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN