



STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,
DECEMBER 10, 2013 HAS BEEN CANCELLED

MINUTES / ACTIONS

AGENDA

**STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, DECEMBER 11, 2013
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 9:03 A.M. ON WEDNESDAY, DECEMBER 11, 2013. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, SIDNEY TOBIAS, RONALD CARRERE AND C. PETE FREMIN. COMMISSIONER G. LEE GRIFFIN WAS 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) Public hearing to consider adoption of proposed amendments to State Civil Service Rules 1.27, 6.14, 6.16.2, 10.1, 10.7, 17.12, 17.14, 22.3, 22.9, 23.3, and to adopt Rule 6.8.2, and to repeal Rules 1.15.1.2, 6.15(f), 17.16, 22.5(b), and 23.5(b)(3). (Details contained in General Circular 2013-027.)

DEPUTY DIRECTOR BYRON DECOTEAU REQUESTED APPROVAL TO AMEND THE PROPOSED AMENDMENTS TO RULES 6.16.2, 17.2 AND 17.12, WHICH WERE PUBLISHED IN GENERAL CIRCULAR 2013-027, DUE TO PUBLIC COMMENTS THE DEPARTMENT RECEIVED. THE COMMISSION OPENED THE FLOOR TO RECEIVE PUBLIC COMMENTS.

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE AMENDED PROPOSED CHANGES.

DEPUTY DIRECTOR BYRON DECOTEAU READ INTO THE RECORD THE APPROVED AMENDED PROPOSED AMENDMENTS TO STATE CIVIL SERVICE RULES TO BE CONSIDERED FOR ADOPTION. THE COMMISSION OPENED THE FLOOR FOR PUBLIC COMMENTS.

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION ADOPTED PROPOSED AMENDMENTS TO CIVIL SERVICE RULES 1.27, 10.1, 10.7, 17.2, 17.12, 22.3, 22.9, 23.3, REPEALED CIVIL SERVICE RULES 1.15.1.2, 22.5(b) AND 23.5(b)(3), ALL WITH AN EFFECTIVE DATE OF DECEMBER 11, 2013; THE COMMISSION ALSO AMENDED RULES 6.14, 6.12.2 AND 17.14, AND ADOPTED RULE 6.8.2, AND REPEALED RULES 6.15(f) AND 17.16 AND SET THE CHANGES TO BECOME EFFECTIVE UPON SIGNATURE OF THE GOVERNOR.

- 2) Request of the Office of the Governor to appoint Charles Jeane to serve as the Governor's appointed representative on the Comprehensive Public Training Program (CPTP) Policy Board pursuant to R.S. 42:1261. **State Civil Service recommends approval.** **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of the Louisiana Housing Corporation for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the State Classified Service, (1) Chief Administrative Officer position, to be effective December 11, 2013 through December 10, 2017. **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.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **CSC 12-11-13 #3** as the reference when transmitting this information.)
- 4) Request of Louisiana Economic Development for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the State Classified Service, (2) Special Project Officer positions, effective December 11, 2013 through December 10, 2017. **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.** (Position numbers and resumes for incumbents must be emailed to misty.mcafee@la.gov . Please use **CSC 12-11-13 #4** as the reference when transmitting this information.)
- 5) Request of the Governor's Office of Elderly Affairs to establish a Perquisites policy for cellular phone allowance in accordance with State Civil Service Rule 6.3.1, effective December 11, 2013. **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.**
- 6) Request of the Department of Public Safety and Corrections – Corrections Services to amend its Special Entrance Rate policy for the Social Worker Job Series at Louisiana State Penitentiary, in accordance with State Civil Service Rule 6.5 (b), effective November 25, 2013. **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 LSUHSC – New Orleans to establish Premium Pay in the amount of \$0.50 to \$1.00 per hour, for all hours, for employees in the Laboratory Technical Assistant job series, in accordance with State Civil Service Rule 6.16(a), effective January 1, 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.**
- 8) Request of the Housing Authority of East Baton Rouge to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 11, 2013. **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 the Kenner Housing Authority to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective December 11, 2013. **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.**

- 10) Request of the Metropolitan Human Services District for an exception to State Civil Service Rule 17.6, in accordance with State Civil Service Rule 17.3, to grant performance adjustments via a lump-sum payment, effective December 20, 2013. **State Civil Service recommends approval based upon a calculation date of October 1, 2013.** (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, WITH A CALCULATION DATE OF OCTOBER 1, 2013.**
- 11) Request of New Orleans City Park for an exception to State Civil Service Rule 17.6, in accordance with State Civil Service Rule 17.3, to grant performance adjustments via a lump-sum payment, to be disbursed on December 13, 2013. **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 BY A VOTE OF 5 TO 1. (COMMISSIONER HUGHES OPPOSED.)**
- 12) Request of the State Board of Barber Examiners (BBE) for retroactive approval of a layoff avoidance measure to withhold performance adjustments, effective October 1, 2012 through November 3, 2012, in accordance with State Civil Service Rule 17.6. **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.**
- 13) Request of State Civil Service to ratify the approval of layoff avoidance measures, in accordance with State Civil Service Rule 17.6, for the following agencies that submitted Layoff Avoidance plans after October 1, 2013: State Board of Barber Examiners and the Secretary of State, Registrar of Voters, Tangipahoa Parish. **State Civil Service recommends ratification of the Director's interim approval and the requested layoff avoidance plans.** (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 AND GRANTED THE REQUEST.**
- 14) Request of the Office of Juvenile Justice for an exception to State Civil Service Rule 21.8 (b), in accordance with State Civil Service Rule 21.13, to pay Non-Exempt employees at the time and one-half rate for State Overtime, beginning December 4, 2013 through April 30, 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.**
- 15) Consideration of the Minutes of the Commission Meeting held on November 6, 2013. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 16) Report on Evaluation Reports Issued

Human Resources Evaluation Reports:

- Office of Financial Institutions
- Louisiana State University
- Northeast Louisiana War Veterans' Home

(Appearance by Melinda Robert of the Department of Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, DECEMBER 11, 2013

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

- 17) Request of LSU-Pennington Biomedical Research Center to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective December 11, 2013. **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.**

- 18) Request of the Port of Greater Baton Rouge for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the State Classified Service, one (1) Director position, effective December 11, 2013 through December 10, 2017. **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.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **CSC 12-11-13 #18** as the reference when transmitting this information.)

- 19) Request of the Department of Health and Hospitals, Office of Aging and Adult Services to amend its Premium Pay policy, in accordance with State Civil Service Rule 6.16(a), to include the job title of Adult Protection Specialist Supervisor, effective December 11, 2013. **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.**

- 20) Request of Florida Parishes Human Services Authority to establish a Premium Pay policy in the amount of \$30.73 per hour, for hours worked performing the duties of a Medical Psychologist, in accordance with State Civil Service Rule 6.16(a), effective December 11, 2013. **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 Louisiana Schools for the Deaf and Visually Impaired for a permanent Optional Pay Adjustment of 3% (with 7% already granted by the agency) for John Joseph, Mobile Equipment Master Mechanic, in accordance with State Civil Service Rule 6.16.2, effective December 2, 2013. **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 State Civil Service to ratify the interim approval granted by the Director to rescind a previously approved exception to State Civil Service Rule 17.6, in accordance with State Civil Service Rule 17.3, allowing the Department of Revenue the authority to grant performance adjustments via a lump sum payment. **State Civil Service recommends ratification of the Director's interim approval.** (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.**

- 23) Request of the Department of State – Secretary of State to exempt from the classified service, one (1) Executive Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective December 11, 2013. 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.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **CSC 12-11-13 #23** as the reference when transmitting this information.)
-
-

- Director's Report
 - **DIRECTOR TEMPLET RECOGNIZED BETTY DAVIS OF STATE CIVIL SERVICE AS ONE OF THIS YEAR'S HONORABLE MENTION RECIPIENTS OF THE DUNBAR AWARDS.**

 - **DIRECTOR TEMPLET RECOGNIZED MARY GLOSTON'S UPCOMING RETIREMENT FROM STATE EMPLOYMENT AFTER 36 YEARS OF SERVICE.**
-
-

- **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 9:41 A.M. ON WEDNESDAY, DECEMBER 11, 2013.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN