

**MINUTES / ACTIONS****AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS MEETING**  
**WEDNESDAY, MARCH 4, 2015**  
**9:00 A.M.**

SHANNON S. TEMPLET  
DIRECTOR

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

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- Roll Call

**THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:08 A.M. ON WEDNESDAY, MARCH 4, 2015. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS KIMBERLY DELLAFOSSE, D. SCOTT HUGHES, G. LEE GRIFFIN, C. PETE FREMIN, AND RONALD CARRERE.**

- Opportunity for Public Comment (No Attachment)

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**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 University of New Orleans to implement a Premium Pay policy in accordance with State Civil Service Rule 6.16(a) for campus police personnel working special events in the amount of up to \$20.00 per hour, effective March 4, 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.**
- 2) Request of State Civil Service to ratify the Director's interim approval of a layoff avoidance measure in the form of a retirement incentive for the Office of Juvenile Justice, which was granted as an exception to State Civil Service Rule 17.9(a). State Civil Service recommends ratification of 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.**
- 3) Request of the Pontchartrain Levee District for an exception under the provisions of State Civil Service Rule 21.9(d), to pay exempt employees of the Maintenance and Police Departments at the time and one-half rate, effective April 1, 2015 through December 31, 2015 during the High Water Season, Hurricane Season, Limestone Hauling, and Annual Levee Inspections of the main line Mississippi River Levee. 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.**

- 4) Request of the Department of Health and Hospitals, Office of Behavioral Health for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 144 hours to be worked within the 12 month appointment period, for Judy Fazio, in the Classified WAE position of Social Worker 4. **State Civil Service recommends approval for additional hours, effective March 4, 2015 and does not cover any hours worked over 1245 prior to this date.** (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 DEPARTMENT.**
- 5) Request of the Monroe Housing Authority to re-appoint five Classified WAE Incumbents who exceeded 1245 hours in accordance with State Civil Service Rule 23.6(a-b), effective March 31, 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 BY A VOTE OF 6-1. (COMMISSIONER HUGHES OPPOSED.)**
- 6) Consideration of the Minutes of the Commission Meeting held on February 4, 2015. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 7) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
- Nicholls State University
  - Bossier Parish Community College
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 8) Request of the Housing Authority of the City of DeRidder to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective March 4, 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.**

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**SUPPLEMENTAL AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS SESSION**  
**WEDNESDAY, MARCH 4, 2015**

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

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- 9) Request of Nicholls State University to exempt from the classified service, ten (10) Cooperating Teacher positions, in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2015 through March 3, 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.** (Position numbers for incumbents must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 03-04-15 #9** as the reference when transmitting this information.)

- 10) Request of the Department of Public Safety and Corrections, Corrections Services to exempt from the classified service, seventeen (17) Teach Professional positions, two (2) Principal positions, one (1) Coach position and one (1) Educational Director position in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2015 through March 3, 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.** (Position number for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 03-04-15 #10** as the reference when transmitting this information.)
- 11) Request of the Department of State for authority under the provisions of State Civil Service Rule 23.6(a), to allow all incumbents appointed to the classified WAE Elections Machine Mechanic to work up to 2080 hours in a 12 month appointment period, effective July 1, 2014 through June 30, 2016. **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) Request of the Department of Revenue for authority under the provisions of State Civil Service Rule 23.6(a), to allow all incumbents appointed to the classified WAE Administrative Coordinator 2 at the Tax Free Shopping Commission to work up to 2080 hours in a 12 month appointment period, effective July 1, 2014 through June 30, 2016. **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 Bossier Parish Community College to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective March 4, 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.**
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- Director's Report

- **DIRECTOR SHANNON TEMPLET MENTIONED THERE WOULD BE A QUARTERLY HR DIRECTORS MEETING AT 1:30 P.M. TODAY IN THE LOUISIANA PURCHASE ROOM.**
  - **DIRECTOR SHANNON TEMPLET INFORMED THE COMMISSION OF GENERAL CIRCULAR 2015-003: CHANGE IN 2015 MANDATORY SUPERVISORY TRAINING REQUIREMENTS IN RESPONSE TO THE INCREASING BUDGET DEMAND PLACED ON STATE AGENCIES.**
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- **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.**
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**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:27 A.M. ON WEDNESDAY, MARCH 4, 2015.**

**RESPECTFULLY SUBMITTED,**

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**SHANNON S. TEMPLET, DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**