

**MINUTES / ACTIONS****AGENDA**
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JUNE 3, 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 9:04 A.M. ON WEDNESDAY, JUNE 3, 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 DELLAFOSSE 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) Public hearing to consider proposed amendments to State Civil Service Rules 22.3(b), 23.3(a) and 23.5(b). **State Civil Service recommends adoption of rule changes with an effective date of July 1, 2015.** (Details contained in General Circular 2015-012.) (Details contained in General Circular 2015-012.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED AMENDMENTS TO STATE CIVIL SERVICE RULES AS DETAILED IN GENERAL CIRCULAR 2015-012 AND PROVIDED AN OPPORTUNITY FOR PUBLIC COMMENTS TO WHICH THERE WERE NO COMMENTS.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION ADOPTED THE PROPOSED AMENDMENTS TO STATE CIVIL SERVICE RULES 22.3(b), 23.3(a) AND 23.5(b) AS DETAILED IN GENERAL CIRCULAR 2015-012, WITH AN EFFECTIVE DATE OF JUNE 3, 2015.

- 2) Request of the Southeast Louisiana Flood Protection Authority-East to exempt from the classified service, one (1) Regional Finance Director position, in accordance with State Civil Service Rule 4.1(d)2, effective June 3, 2015 through June 2, 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. Please use **CSC 06-03-15 #2** as the reference when transmitting this information.)

- 3) Request of the Southeast Louisiana Flood Protection Authority-East to exempt from the classified service, one (1) Operations Director position, in accordance with State Civil Service Rule 4.1(d)2, effective June 3, 2015 through June 2, 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. Please use **CSC 06-03-15 #3** as the reference when transmitting this information.)
- 4) Request of the Port of New Orleans to establish a Premium Pay policy in the amount of \$1.50 per hour, for all hours worked, for Bridge Operator job titles performing duties in identified difficult work environments within the Port Development Division, in accordance with State Civil Service Rule 6.16(a), effective July 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.**
- 5) Request of the Port of New Orleans to establish a Premium Pay policy in the amount of \$1.50 per hour, for all hours worked, for maintenance job titles performing hazardous duties within the Port Development Division, in accordance with State Civil Service Rule 6.16(a), effective July 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.**
- 6) Consideration of the Minutes of the Commission Meeting held on May 6, 2015. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 7) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Louisiana Educational Television Authority
 - University of Louisiana at Monroe
 - Louisiana Commission on Law Enforcement
 - Department of Public Safety and Corrections, Probation and Parole
 - Department of Public Safety and Corrections, Public Safety Services
 - Elayn Hunt Correctional Center
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 8) Request of State Civil Service to delegate the authority to establish Premium Pay policies up to \$2.00 per hour, for all hours worked, to the State Civil Service Director, effective July 1, 2015. The Director shall establish procedures for State Civil Service approval. **State Civil Service defer to the Commission. THE COMMISSION APPROVED DELEGATING AUTHORITY TO THE STATE CIVIL SERVICE DIRECTOR TO APPROVE PREMIUM PAY POLICIES UP TO \$2.00 PER HOUR, FOR ALL HOURS WORKED, EFFECTIVE JULY 1, 2015 THROUGH JUNE 30, 2016; APPROVED THE DIRECTOR TO ESTABLISH PROCEDURES FOR STATE CIVIL SERVICE APPROVAL; AND REQUIRE MONTHLY REPORTING TO THE COMMISSION OF ALL DIRECTOR APPROVED POLICIES.**

- 9) Request of the Office of Alcohol and Tobacco Control (ATC), in accordance with State Civil Service Rules 21.8(b) and 21.9(d), to pay non-exempt and exempt ATC law enforcement personnel at the time and one-half rate, effective July 1, 2015 through June 30, 2017. **State Civil Service recommends approval for a period of one year, to be effective July 1, 2015 through June 30, 2016.** (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, EFFECTIVE JULY 1, 2015 THROUGH JUNE 30, 2016.**
- 10) Consideration of the following requests to establish and/or amend Crisis Leave Pool policies, in accordance with State Civil Service Rule 11.34, effective June 3, 2015. State Civil Service recommends approval of each of the following requests: THE COMMISSION GRANTED EACH REQUEST LISTED BELOW.
- Department of Revenue – Amend Policy
 - Department of Environmental Quality – Establish Policy
 - Department of Natural Resources – Establish **AMEND** Policy
 - Coastal Protection and Restoration Authority – Establish **AMEND** Policy
- 11) ~~Request of Louisiana State University Health Sciences Center (LSUHSC) Shreveport to speak to the Commission regarding outsourcing the management and operation of billing and collection for professional services at LSUHSC Shreveport. **COMMISSION ACTION REQUIRED.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **WITHDRAWN**~~

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, JUNE 3, 2015

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

- 12) Request of the Division of Administration for an exception to State Civil Service Rule 24.1 to allow positions transferred to DOA from other agencies as part of the IT Consolidation to retain the pay mechanisms received at those respective agencies, effective June 17, 2015 through December 16, 2015, or until the consolidation is completed, whichever occurs sooner. 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 the Department of Veterans Affairs to amend its Perquisites policy for a parking fee allowance in accordance with State Civil Service Rule 6.3.1, effective July 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 AND SPECIFIED THIS PARKING FEE ALLOWANCE IS FOR REIMBURSEMENT PURPOSES.**

- 14) Request of the Department of Revenue to amend an Incentive Award policy for Field Audit Services, in accordance with State Civil Service Rule 6.16(d), effective July 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 TO AMEND AND RENEW THIS INCENTIVE AWARD POLICY FOR FIELD AUDIT SERVICES, EFFECTIVE JULY 1, 2015.**
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- Director's Report

- *Director informed the Commission that the Governor signed the Commission's approved pay plan from the May 6, 2015 Commission meeting, and the effective date has been set for June 5, 2015.*
 - *Director informed the Commission that a General Circular will be issued 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.*
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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 BREAK FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
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THE COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 11:18AM.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD TO THE AGENDA A CONSIDERATION OF A MOTION TO GRANT THE DIRECTOR OF STATE CIVIL SERVICE A PAY ADJUSTMENT IN ACCORDANCE WITH THE DEPARTMENT'S APPROVED POLICY UNDER STATE CIVIL SERVICE 6.16(h).

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION GRANTED THE DIRECTOR OF STATE CIVIL SERVICE A PAY ADJUSTMENT IN ACCORDANCE WITH THE DEPARTMENT OF STATE CIVIL SERVICE'S APPROVED POLICY UNDER CIVIL SERVICE RULE 6.16(h), FOR ATTAINMENT OF AN ADVANCED DEGREE.

**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 11:21 A.M.
ON WEDNESDAY, JUNE 3, 2015.**

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN