

Human Resources Advisory Committee

July 21, 2010

Meeting Notes

Attendees: Pamela Croxton (Dept of Insurance), Frankie Grant (Dept of Health and Hospitals), Kevin Brady (LSU Health Sciences Division), Andrea Hollins (LASERS), Mary Ginn (Dept of Natural Resources), Dee Everett (Dept of Revenue), Melissa Sylvia (Dept of Public Safety), Sirwana L. Granger (Dept of Civil Service), Lynette Mack (Treasury), Ashley Gautreaux (LA Workforce Commission), Ann Coulon (LSU Ag Center), Mary Gloston (Civil Service) and Judy McGimsey (Civil Service)

1. Mary Gloston welcomed all of the attendees.
2. Suggestions requested for items that should be included in the HR Handbook regarding Chapter 12. Specifically,
 - a. Guidelines for leave usage
 - b. Sample letters (i.e., removal, unscheduled leave, disciplinary)
3. Discussion regarding the consideration of adopting a rule in Chapter 12 that addressed employees that would not return to work due to a terminal illness and consideration of being able to terminate and pay out any leave balances remaining on the books, etc.
4. Information regarding the 2009-10 Annual PPR Reporting was announced, which included:
 - a. General Circular 1087 'Annual Statewide PPR Reporting for Fiscal Year 2009-10' was released on July 18, 2010
 - b. ISIS HR Quick Tip #50 regarding 'Annual Performance and Planning Guide for ISIS HR Users' and the guide itself was released on July 15, 2010
5. New Unclassified Authority request procedures discussion
 - a. General Circular 1804 and the two versions of the CSUA.1 form
 - b. Advisory Committee members commented that they loved the form and loved the new process. Very efficient for them.
6. **Next Meeting:** Wednesday, August 18, 2010 in the Marbois Room #1-137