

Human Resources Advisory Committee

November 17, 2010

Meeting Notes

Attendees: Frankie Grant, June Gillis, Ashley Gautreaux, Melissa Sylvia, Sheila Metoyer, Ann Coulon, Dee Everett, Judy McGimsey, Elizabeth Montalbano, Aarika Spruel, Byron Decoteau, Genie Silva, Mary Gloston

1. Mary Gloston welcomed all of the attendees.
2. Aarika Spruel talked to the group on span of control, i.e., supervisory to subordinate ratio. She presented a survey of 21 states on the span of control issue and discussed how they compared to what we're looking at in Louisiana. The difficulty in coming to one standard number for supervisor to subordinate ratio is affected by several factors such as type of job, skills, competencies, duties, reporting and responsibilities. In the State of Washington, the number of managers cannot exceed 7.5% of the entire workforce. They appear to have a 1:12 ratio but managers may not supervise due to broadbanding. More information will be provided on this subject as it is learned.
3. Members provided info on the questions they are being asked by the Governor's staff and questions they would like to ask CS. Civil Service will issue more information on the span of control issue.
 - How many people in HR supervise and the number of subordinates per supervisor;
 - Are they working supervisors who work side-by-side with subordinates;
 - Can supervision of programs be included as well as supervision of people?
 - Can the DCL concept be expanded to other jobs?
 - What is the status of broadbanding or can broadbanding be considered. Aarika working on this Streamlining recommendation (and HCR6) to reduce the number of job titles.
 - Is span of control based on unclassified to classified or classified to classified supervisors and subordinates?
 - How can job studies help or not? What is the agency's philosophy.
4. FMLA workshop is being developed, per request from the Undersecretary group. The workshop will attempt to provide information that will address the basic requirements of FMLA, abuse of the FMLA and how to control FMLA. Statewide standards and guidelines will be provided. Some of the problem areas provided by this group:
 - Problem getting paperwork from physicians because they charge patients
 - Intermittent FMLA is the largest problem
 - 2nd and 3rd opinions don't work
 - Employees can't wait to qualify for the next year
 - Several employees using the same doctor and all have the same reasons for FMLA

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- Supervisors uncomfortable administering
 - When should discipline be considered
 - Loss of position when employee vacates
 - Retro designation of FMLA and latitude
5. The group discussed possible sick leave rule changes to help with FMLA abuse. Some ideas were:
- Set thresholds for use of sick leave
 - Establish 2 types of sick leave – FMLA and non-FMLA
 - Limit the amount of sick leave that can be rolled from year to year
 - Cash in or bank time for retirement purposes
 - Universities – PTO (paid time off) – research what others do
 - Employees with large leave balances go on FMLA, exhaust the FMLA but still have a large amount of sick leave that can be used to extend their absences.
6. **Member Questions/Issues:**
- June
 - Want to move an employee through the CPB but can't pay due to budget. Request CS to explain if salary can be withheld even if the employee moves to a higher level in the CPG because they met performance, met required service time for each level and are performing higher level duties. Referred to Compensation for response.
 - Kevin
 - Can an agency opt not to pay up to 300 hours of annual leave upon resignation/retirement/termination, and can the employee request that the up to 300 hours of annual leave be absorbed in the retirement benefit.
 - The Civil Service Rules requires an agency to pay the up to 300 hours of annual leave upon resignation/retirement/termination. This is a "shall" rule and the employee does not have the option to request otherwise.
7. **Next Meeting:** Wednesday, December 15, 2010 at 1:30 PM in the Marbois Room #1-137.