

Human Resources Advisory Committee

September 16, 2009

Meeting Notes

Attendees: Shannon Templet, Kevin Brady, Byron Decoteau, Burgundy Cummings, Gwen Jones, Shelia Metoyer, June Gillis, Frankie Grant, Gavin Coldwell, Marianne Covington, Glenn Balentine, Shannon Duplessis, Sheila Lambert, Jean Jones, Kenyetta Sewell, Ann Coulon, Robert Boland, Corliss Dupuy, Stacy Louque, Mary Gloston, Rainette Stephens, Mary Ginn, Sandi Ellis, Judy McGimsey, Ashley Gautreaux

1. Ashley Gautreaux welcomed the group and asked everyone to introduce themselves because some new attendees were present. Please be aware that all committee members are part of a list-serv and will begin receiving email notices and information via that listing. If you reply to those messages, the text will go to the entire group. This is designed to facilitate discussion on topics of interest. However, if you do not want your comment to be distributed to the entire group, please use the forward command on your email and enter the name of the intended recipient(s).
2. Marianne Covington of the DSCS Compensation division reviewed the draft of the language of the [proposed changes to Chapter 6](#) of the Civil Service Rules. The major goals of the revision to Chapter 6 were to simplify the rules and make them easier to communicate and understand. With this in mind, the Department wanted to review several major areas of proposed changes in the rule language.

As seen in the drafts presented for discussion, pay ranges will now be referred to as “pay bands” and base supplement will be a “pay band extension.” Individual pay adjustments would be considered by the Commission and should be used as a catch-all rule with no restrictions or criteria. Agencies would need to make a case for the increase to the Commission. Also, previous discussions indicated that the new rules would require the promotional increase pay percentages of 7, 10.5 and 14 to be used. However, we have reconsidered this and have edited the draft to indicate that a minimum 7% increase be granted on promotion with the option of paying 10.5 or 14% increases (same as current rules).

The draft of Civil Service Rule 6.13 outlines the concept of Performance Adjustments. The previous longevity rule has been moved into the performance adjustment rule so that performance ratings shall be a required factor in the consideration of these types of payments. Civil Service Rule 17.6 (Layoff Avoidance – Merit Increases) is proposed to be repealed since it will be moot

when the agency can utilize their policy to achieve the same result. The previous 3-year retained eligibility has been reduced to a 12 month period. Each agency will be required to adopt a policy outlining their philosophy and process for administering performance adjustments.

The perception that an annual pay increase is an entitlement is a problem for the state workforce. It is likely that the adoption of a flat rate variable performance adjustment (such as a 2, 4, 6% increase) would readily evolve into another form of perceived entitlement. It is important for the health of the state workforce that this perception be dispelled.

The Compensation staff indicated that there was an emphasis on more agency flexibility with additional checks and balances built into the proposed rules. This additional flexibility, especially the ability to deny performance adjustments wholesale, made some group members uneasy. However, we felt it was important to fully relinquish this authority to the agency heads in order to dispel the myth that merit increases are an entitlement and/or automatic.

Agencies expressed concern that the burden of these decisions may fall on the line supervisors. This could be a struggle. We recommend that agencies utilize the second level supervisor review of the PPR to offset some of this pressure. We are also considering revisions to Chapter 10 – Performance Planning and Review that may be needed to coincide with the revision of Chapter 6.

Agencies also had questions on the new Special Hiring Rates for Jobs. Compensation assured agencies that they would work in cooperation with their offices to ensure that the rates were reasonable and competitive. Rates will be established based on market data and other relevant information at the state or regional level.

We are still editing and reviewing the proposed draft. Agencies were asked to continue to review the rules and email Marianne Covington at marianne.covington@la.gov with any additional changes or concerns.

3. **Next Meeting:** Wed., Oct. 21st at 1:30 PM in the Marbois Room #1-137