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MEETING: Human Resources Directors Meeting
DATE: Wednesday, March 4, 2015
TIME: 1:30 p.m.
LOCATION: Claiborne Building, 1201 N. Third Street, Louisiana Purchase Room

Meeting Minutes

➤ **Discipline Overview**

Paul St. Dizier, Chief Referee of the Appeals Division, presented a brief overview of the CPTP Disciplinary Actions training. This overview was a result of requests in the SCS Agency Focus Groups held in 2014. Paul touched on the following topics:

- Process and purpose
- Four foundations of discipline: communication, consistency, documentation and progressive discipline
- Types of disciplinary actions
- Appointing authority
- Cause for discipline
- Taking disciplinary action: pre-deprivation procedure and disciplinary letters
- Severity of penalty
- Other issues in disciplinary actions: cumulative discipline, double jeopardy
- Timeline of disciplinary actions
- Procedural defects and fixing them; modification of actions
- Improvement letters

The next CPTP Disciplinary Actions training will be held Tuesday, March 10. Those who would like to participate can sign up through LEO.

Adrienne Bordelon, State Civil Service General Counsel, was on hand to answer any questions regarding the presentation and application of discipline in the agency.

➤ **Workforce Planning Template**

Rainette Stephens and Dana LeBherz gave a presentation on the Workforce Planning Template developed by State Civil Service from requests in the SCS Agency Focus Groups held in 2014. The template and information will be published by April 1, 2015. Please see the attached presentation for more details.

➤ **Proposed Program Manager / Executive Manager Jobs**

Chris Deer, Division Administrator of Compensation, presented proposed program manager and executive manager jobs. Please see the attached presentation for more details. Agencies should expect to receive 160's from the Compensation Division with the next two weeks.

➤ **LA Careers Landing Page**

Joan Haase, Assistant Division Administrator for the Staffing Division, unveiled the redesigned LA Careers Landing page. The redesigned portal will make it easier for applicants to understand the process of applying with the state, and presents the information in a more user-friendly manner. The new landing page will debut on Monday, March 16, 2015.

➤ **Pay Calculator**

Jason Chapman, Supervisor of the Data Quality Management Section, demonstrated the new Pay Calculators that will be available to HR Staff. The calculators have been developed to assist agencies in calculating pay and a few other things. The intent of the calculators is to replace the "Formulas for Calculating Pay" job aid in Chapter 6. These calculators include:

- Demotion Calculator
- Promotion/Detail/Reallocation – Same Schedule Calculator
- Promotion/Detail – Different Schedule Calculator
- Pay Increase Calculator
- Pay Converter Calculator
- Recurring Lump Sum Calculator
- Special Entrance Rate Calculator
- Turnover Calculator

An Adjusted Service Date calculator is currently in the works, but has no set release date.

We are currently piloting the calculators and plan to release in the next three weeks.

➤ **Miscellaneous Updates**

Byron Decoteau, Deputy Director of SCS, reviewed General Circulars 2014-033, 2015-001, 2015-002 and 2015-003.

➤ **Meeting Adjourned**