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MEETING: Human Resources Directors Meeting
DATE: Wednesday, December 10, 2014
TIME: 1:30 p.m.
LOCATION: Claiborne Building, 1201 N. Third Street, Louisiana Purchase Room

Minutes

➤ Transitional Return to Work

Karen Jackson, Office of Risk Management, presented information regarding the Transitional Return to Work Program, in addition, Sonia Crockett, FARA representative was on hand to answer questions.

Jackson indicated that agencies should begin familiarizing themselves with the requirements of La. R.S. 39:1547 that authorizes the Office of Risk Management to develop and implement a guide for state agencies to develop a transitional return to work program. Assessment of agency return to work plans will be included in loss prevention audits for fiscal year 2016.

Questions were raised regarding Physicians Modified Work Information Sheet, Jackson indicated that agencies are allowed to make modifications to the form to fit their business needs; however, the form must be signed by a physician and kept on file for both ORM and State Civil Service Audits.

See attached presentation- Transitional Return to Work - Working Together for a Better Work Environment. Questions regarding the presentation can be directed to karen.jackson@la.gov

➤ Appointing Authority Focus Group Summary

Byron Decoteau Jr. and Rainette Stephens of State Civil Service presented an overview of the SCS Agency Focus Groups Results that was presented to agency appointing authorities on November 13, 2014. An overview and recommendations can be found in the attached presentation: ***SCS Agency Focus Group Results.***

Questions regarding this presentation may be sent directly to rainette.stephens@la.gov or byron.decoteau@la.gov

➤ **State Civil Service Updates**

Byron Decoteau Jr., State Civil Service, provided the following updates:

- HR Handbook Updates: See attached document ***HR Handbook update discussion***.
- Decoteau provided general information on recently published General Circulars. Specifically, General Circular No. 2014-027 (Evaluation of Westaff). Agencies were thanked for participating in the survey monkey regarding the evaluation of the services provided by the temporary agency. The results indicated overall agency satisfaction. The contract will be extended until December of 2015.
- Decoteau also provided preliminary results of the Annual PES Reporting Requirements outlined in General Circular No. 2014-031. For Fiscal Year 2013-2014 the Statewide PES Ratings consisted of:
 - 12.58% Exceptional
 - 82.31% Successful
 - 1.67% Needs Improvement/Unsuccessful
 - 3.43% Not Evaluated
 - 0.73% Un-Rated

This full report will be available in the coming week on the SCS website under Publications/Notifications, Facts and Figures.

- A review of recent publications to the SCS Website was provided. The following publications were discussed:
 - FY13-14 Annual Turnover (prepared for SCS Commission)
 - FY13-14 Annual Turnover (prepared for the Joint Legislative Committee on the Budget)
 - 2014 Workforce Planning Survey

All of the publications can be found on the SCS website at the following link: <http://www.civilservice.louisiana.gov/Publications/Default.aspx>

➤ **Meeting Adjourned**