



## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, SEPTEMBER 2, 2020  
9:00 A.M.

BYRON P. DECOTEAU, JR.  
DIRECTOR

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LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:12 a.m. on Wednesday, September 2, 2020. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr. and Jo Ann Nixon. Commissioners Curtis "Pete" Fremin, G. Lee Griffin, and John McLure were absent.

- Opportunity for Public Comment (No Attachment)  
No requests received from the public to address the commission.
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On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) Consideration of the **Minutes** of the Commission meeting held July 8, 2020. **The Commission approved the minutes as written.**
- 2) Resolution to express gratitude and appreciation to all state classified employees for their outstanding service to the citizens of Louisiana. **The Commission unanimously adopted the Resolution as written.**
- 3) **Public Hearing** to consider proposed changes to Chapters 1 and 11 of the Civil Service Rules. (Details contained in General Circular No. 2020-049.)
  - Public Comments  
**After receiving comments from the Director, and providing opportunity for public comments, to which there were none, on motion duly made, seconded and passed, the Commission unanimously amended Civil Service Rules 1.15.2.4, 1.39.1, 11.13, 11.13.1 and 11.35.**

- 4) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2020-050) **The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments.**  
  
On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposals for Exhibits A & B, being contingent upon the Governor's approval and granted authority to the Director to set the effective date to be no sooner than 10 days after the date of gubernatorial approval; unanimously approved Exhibits C, D, E and F and granted authority to the Director of State Civil Service to set the effective date no sooner than 10 days following Commission approval; and ratified the Director's approval for Exhibit G with an effective date of July 14, 2020.
- 5) Request of the **Department of Education** to extend authority to exempt from the classified service one (1) Assistant Superintendent position, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2020 through November 5, 2021. **The Commission unanimously granted the request.**
- 6) Request of the **Department of Education** to exempt from the classified service one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2020 through November 5, 2021. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana Department of Revenue** to exempt from the classified service, one (1) Assistant Commissioner position, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2020 through September 1, 2024. **The Commission unanimously granted the request.**
- 8) Request of the **Department of Public Safety and Corrections—Corrections Services** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 2, 2020. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana State Board of Nursing** to establish a Crisis Leave Pool Policy in accordance with State Civil Service Rule 11.34, effective September 2, 2020. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Health (LDH)—Office for Citizens with Developmental Disabilities (OCDD)** to extend the job appointment of Krista Tipton, Program Monitor-DHH, in accordance with State Civil Service Rule 23.5(a), effective October 1, 2020 through September 30, 2021. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Health (LDH) – South Central Louisiana Human Services Authority (SCLHSA)** to amend its On-Call Pay policy in accordance with State Civil Service Rule 6.28, effective October 1, 2020 through December 31, 2020. **The Commission unanimously granted the request.**
- 12) Request of **Louisiana State University A&M-Baton Rouge** to amend its Perquisites policy for Parking and Transportation Services in accordance with State Civil Service Rule 6.3.1, effective September 2, 2020. **The Commission unanimously granted the request.**
- 13) Request of the **Office of Juvenile Justice** for an extension of authority for an exemption to State Civil Service Rule 6.16.2 to allow Probational employees in Juvenile Justice Specialist and Juvenile Probation and Parole job titles to be eligible to receive temporary optional pay, effective September 28, 2020 through December 31, 2020. **The Commission unanimously granted the request.**
- 14) Request of the **Department of Public Safety and Corrections—Corrections Services** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective October 1, 2020 through December 31, 2020. **The Commission unanimously granted the request.**

- 15) Request of the **Louisiana Department of Health (LDH)** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective October 1, 2020 through December 31, 2020. **The Commission unanimously granted the request.**
- 16) Request of **LSUHCS-D-Lallie Kemp Regional Medical Center (Lallie Kemp)** to extend a Premium Pay policy for the direct care and non-direct care jobs in accordance with State Civil Service (SCS) Rule 6.16(a), effective October 1, 2020 through December 31, 2020. **The Commission unanimously granted the request.**
- 17) Request of **Louisiana State University A&M—Baton Rouge (LSUBR)** to amend the Premium Pay policy for the Department of Residential Life & Housing in accordance with State Civil Service Rule 6.16(a), effective September 2, 2020. **The Commission unanimously granted the request.**
- 18) Request of **Louisiana Tech University** to extend a Premium Pay policy for the Department of Residential Life and Housing in accordance with State Civil Service Rule 6.16(a), effective October 1, 2020 through December 31, 2020. **The Commission unanimously granted the request.**
- 19) Request of **Office of Elderly Affairs** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective October 1, 2020. **The Commission unanimously granted the request effective October 1, 2020 through December 31, 2020.**
- 20) Request of the **Louisiana Department of Health—Office for Citizens with Developmental Disabilities—Central Louisiana Supports and Services Center** to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective September 2, 2020. **The Commission unanimously granted the request.**
- 21) Request of the **Louisiana Department of Health (LDH)—Office of Public Health (OPH)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Relief Worker positions to work up to 2080 hours in a 12-month appointment period, and to allow the reappointment of incumbents who previously exceeded the 1245 hours in a 12-month appointment period, effective September 21, 2020 through December 31, 2020. **The Commission unanimously granted the request.**
- 22) Request of the **Department of Public Safety and Corrections—Corrections Services** for an extension of authority to allow all incumbents appointed to Classified WAE positions to work up to 2080 hours in a 12-month period and to allow the reappointment of Classified WAE incumbents who previously exceeded the 1245 hours in a 12-month appointment period, effective September 21, 2020 through December 31, 2020. **The Commission unanimously granted the request.**
- 23) Request of the **Louisiana Department of Health (LDH)**, under the provisions of State Civil Service Rule 23.6(a-b), to allow all incumbents appointed to Classified WAE positions at its 24-hour facilities to work up to 2080 hours in a 12-month appointment period and to allow the reappointment of Classified WAE incumbents who previously exceeded the 1245 hours in a 12-month appointment period, effective September 21, 2020 through December 31, 2020. **The Commission unanimously granted the request.**
- 24) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of June 20, 2020 through August 19, 2020.**
- 25) Compliance Audit Quarterly Report Presentation **Melinda Robert presented the reports to the Commission.**

26) Request of **State Civil Service** to ratify the Director's interim approval for authority under the provisions of State Civil Service Rule 27.6 **The Commission unanimously ratified the Director's interim approval under the provisions of State Civil Service Rule 27.6 for the request listed below.**

(a) Request of the **Louisiana Workforce Commission (LWC)** to appoint applicants to ORS Specialist 1 positions without a required test score in accordance with State Civil Service Rule 27.6, effective July 15, 2020.

27) Request of the **Department of State Civil Service** to establish a Dual Career Ladder Policy, in accordance with State Civil Service Rule 5.9, effective September 2, 2020. **The Commission unanimously granted the request.**

- Director's Report

Janelle Haynsworth, Compensation Program Manager, presented the 2020 Annual Uniform Pay Plan Review. The Commission asked Director Decoteau to provide a copy of the report to the Department's Legislative Oversight Committees: Senate and Governmental Affairs and House and Governmental Affairs.

Director Decoteau provided the Commission with an update on the Department's Diversity, Equity and Inclusion Initiative, which will consist of a three-tier approach:

- Tier 1: a formal statement from the State Civil Service Commission supporting Diversity, Equity and Inclusion
- Tier 2: develop statewide courses on valuing diversity as a core competency, leveraging diversity and leading diverse teams; and develop a video series related to diversity, equity and inclusion. Director Decoteau informed the commission that staff is currently reviewing our course catalog to make sure we have information on bias and how to avoid bias.
- Tier 3: survey our state agencies to see what they are looking for in the areas of diversity, equity and inclusion.
- The department will bring the commission a proclamation on the Diversity, Equity and Inclusion Initiative at the October 7, 2020 commission meeting.

- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters. (All Commissioners to verbally vote.) **On motion duly made, seconded, and unanimously passed, the commission agreed to adjourn for executive session to consider review of Civil Service Appeals and to discuss Personnel Matters.**

There being no further business, the meeting adjourned at 10:17 a.m. on September 2, 2020.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman