



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, SEPTEMBER 6, 2023
9:00 A.M.

BYRON P. DECOTEAU, JR.
DIRECTOR

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 9:24 a.m. on Wednesday, September 6, 2023. Present were Vice Chairman D. Scott Hughes, Commissioners Candes Carter, John McLure, Craig Netterville, Codi Neyland and Jo Ann Nixon. Chairman David Duplantier was 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 6, 2023. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider proposed changes to Civil Service Rules Chapter 11—Hours of Work, Annual, Sick and Other Forms of Leave (Proposed Adoption of Parental Leave). Details contained in General Circular Numbers 2023-047 and 2023-050.
 - Public Comments

Sherri Gregoire, General Counsel, presented the proposed rule as published in General Circular Number 2023-047 and as amended in General Circular Number 2023-050. In addition, Ms. Gregoire presented the following amendments:

- **Struck the term “biological parent” from proposed 11.36(c)3 and (d) 1, substituted the term “legal parents” in 11.36(c)3 and “legal” in 11.36(d)1**
- **Added definition of legal parent to 11.36(c)3.**
- **Struck 11.36(g)5 which placed a limitation on the number of times an employee can use parental leave during their career in state service and renumbered 11.36(g)6, 7, 8 and 9 to (g) 5, 6, 7 and 8.**
- **Added 11.36(i) allowing agencies to adopt policies to implement parental leave.**

On motion duly made, seconded and unanimously passed, and providing for public comments, to which there were none, the Commission adopted the amendments to the proposed rule as set forth in General Circular No. 2023-050 and presented on the floor.

Director Decoteau informed the Commission of public comments the department received regarding the proposed rule as set forth in General Circulars 2023-047 and 2023-050.

Stacy Roussel, Deputy Director with the Louisiana Budget Project, provided comments in support of the rule adoption.

On motion duly made, seconded and unanimously passed, and providing for public comments, to which there were none, the Commission adopted Rule 11.36 to Civil Service Rules Chapter 11—Hours of Work, Annual, Sick and Other Forms of Leave (Parental Leave). The rule will be forwarded to the Governor for consideration of approval.

- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2023-048).

- Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there was one.

On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposals for Exhibits A and B, being contingent upon the Governor’s approval and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval; and unanimously approved Exhibits C, D, E, and F and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval of Exhibits A and B.

- 4) Request of the **Department of Insurance** to extend authority 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, 2023 through September 1, 2027. **The Commission unanimously granted the request.**
- 5) Request of the **Department of Natural Resources** to exempt from the classified service one (1) Executive Director in accordance with State Civil Service Rule 4.1(d)2, effective September 6, 2023 through September 5, 2027. **The Commission unanimously granted the request.**
- 6) Request of the **Louisiana Department of Agriculture and Forestry** to exempt from the classified service one (1) Assistant Director position in accordance with State Civil Service Rule 4.1(d)2, effective September 6, 2023 through September 5, 2027. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana Housing Corporation** to extend authority to exempt from the classified service, one (1) Policy Director position, in accordance with State Civil Service Rule 4.1(d)2, effective October 31, 2023 through October 30, 2027. **The Commission unanimously granted the request.**
- 8) Request of the **Port of South Louisiana** to extend authority to exempt from the classified service, one (1) Airport Director position in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2023 through October 1, 2027. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Treasury** to amend their overtime request for non-exempt and exempt employees at the time and one-half rate that participate in the Unclaimed Property Program, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective September 7, 2023 through September 6, 2024. **The Commission unanimously granted the request.**

- 10) Request of the **Louisiana Department of Health—Office of Behavioral Health** to extend the job appointment of Brent Ambacher, Administrative Program Specialist A, in accordance with State Civil Service Rule 23.5(a), effective September 30, 2023 through September 29, 2024. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Public Safety and Corrections, Public Safety Services—Office of State Police**, to amend a perquisites policy in accordance with State Civil Service Rule 6.3.1, effective September 6, 2023. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana State Radiologic Technology Board of Examiners** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 6, 2023. **The Commission unanimously granted the request.**
- 13) Request of the **St. Charles Parish Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 6, 2023. **The Commission unanimously granted the request.**
- 14) Request of the **Department of Culture, Recreation, and Tourism—Office of State Parks** to amend a Special Entrance Rate policy for Park Ranger job titles in accordance with State Civil Service Rule 6.5(b), effective September 6, 2023. **The Commission unanimously granted the request.**
- 15) Request of the **Department of Environmental Quality** to establish a Special Entrance Rate policy for Environmental Chemical Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective September 6, 2023. **The Commission unanimously granted the request.**
- 16) Request of the **Teachers’ Retirement System of Louisiana** to amend a Special Entrance Rate policy for Auditor job titles in accordance with State Civil Service Rule 6.5(b), effective September 6, 2023. **The Commission unanimously granted the request.**
- 17) Request of the **Department of Public Safety and Corrections, Corrections Services** to amend its Premium Pay policy for Licensed Practical Nurse and Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective September 6, 2023. **The Commission unanimously granted the request.**
- 18) Request of the **Department of Public Safety and Corrections, Corrections Services** to amend a Premium Pay policy for Social Service Counselor and Social Worker job titles in accordance with State Civil Service Rule 6.16(a), effective September 6, 2023. **The Commission unanimously granted the request.**
- 19) Request of the **Louisiana Department of Health—Medical Vendor Administration** to amend a Premium Pay policy for Medicaid Analyst and Medicaid Program Specialist job titles in accordance with State Civil Service Rule 6.16(a), effective September 6, 2023. **The Commission unanimously granted the request.**
- 20) Request of the **Louisiana Department of Health, Office of Citizens with Developmental Disabilities** to establish a Premium Pay policy for Occupational Therapist job titles in accordance with State Civil Service Rule 6.16(a), effective September 6, 2023. **The Commission unanimously granted the request.**
- 21) Request of the **Louisiana Department of Health, Office of Citizens with Developmental Disabilities** to establish a Premium Pay policy for Psychologist job titles in accordance with State Civil Service Rule 6.16(a), effective September 6, 2023. **The Commission unanimously granted the request.**
- 22) Request of the **Louisiana Department of Health, Office of Citizens with Developmental Disabilities**, to establish a Premium Pay policy for Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective September 6, 2023. **The Commission unanimously granted the request.**

- 23) Request of the **Louisiana Department of Veterans Affairs** to amend a Premium Pay policy for Custodian job titles in accordance with State Civil Service Rule 6.16(a), effective June 26, 2023. **The Commission unanimously granted the request.**
- 24) Request of **Louisiana Tech University** to amend a Premium Pay policy for their Police Department in accordance with State Civil Service Rule 6.16(a), effective September 6, 2023. **The Commission unanimously granted the request.**
- 25) Request of the **Louisiana Department of Revenue** for an exception under State Civil Service Rule 14.1(p) to allow a classified employee currently serving as statutory appointing authority in the Department to be eligible for promotion to a classified position. **The Commission unanimously granted the request.**
- 26) Compliance Audit Quarterly Report Presentation
- Louisiana Department of Education
 - Allen Correctional Center
 - Louisiana State Employees' Retirement System
 - David Wade Correctional Center
 - Louisiana State Board of Medical Examiners
 - Pinecrest Supports and Services Center
 - Villa Feliciana Medical Complex
 - DOC-Division of Adult Probation and Parole
 - Central Louisiana Supports and Services Center
 - Louisiana Department of Health
 - Louisiana Workforce Commission
 - Elayn Hunt Correctional Center
 - Louisiana State Penitentiary
 - Jefferson Parish Human Services Authority
 - Louisiana Correctional Institute for Women
 - Louisiana Department of State

Melinda Robert presented the Compliance Audit Quarterly Report to the Commission.

- 27) Request of **State Civil Service** to ratify the Director's authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b). **The Commission ratified the Director's approval of six Special Entrance Rates between the period of June 20, 2023 through August 21, 2023.**
- 28) Report on State Civil Service Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, for all hours worked, approved under the Director's delegated authority. **Director Decoteau provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director's delegated authority.**
- Director's Report
 - [General Circular Number 2023-049](#) addresses prohibitions for filling positions under State Civil Service Rule 14.1(p).
 - The department will issue a General Circular regarding [State Civil Service Rule 22.2](#) (Filling Vacancies Prior the Election for a Statewide Elected Office) at the end of September.
 - Nicole Tucker, Chief Operating Officer, provided the Commission with an overview of the definition of a student worker. The department is considering promulgation of rules concerning student workers by the end of the year.

- Consideration of a motion to *recess* 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 recess for executive session at 11:19 a.m. to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters.**

The Commission reconvened from Executive Session at 12:16 p.m.

29) State Civil Service Work Session

- Employee Appeals Overview
Marty Mansfield, Appeals Administrator, presented an overview of the *Disciplinary Actions and Appeals* process to the Commissioners.
- Classified Employee Compensation Overview
Director Decoteau and Deputy Director Chris Deer provided the Commissioners with information on the Compensation of a classified state employee at the time of hire and after hire.

Note: The Work Session will **not** be streamed but is available to the public in person in the Louisiana Purchase Room. The Work Session will begin after Executive Session.

- Consideration of a motion to *adjourn*. (All Commissioners to verbally vote.)
There being no further business, the meeting adjourned at 2:39 p.m. on September 6, 2023.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman