



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, DECEMBER 3, 2025
9:00 A.M.

THOMAS JEFFERSON ROOM, SUITE 1-136C, 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 9:07 a.m. on Wednesday, December 3, 2025. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Jo Ann Nixon, and Codi Plaisance. Commissioners Thomas Grimstad and Craig Netterville were absent.

- Opportunity for Public Comment (No Attachment)
No requests received from the public to address the commission.

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 November 5, 2025. **The Commission unanimously approved the minutes as written.**

Vice Chairman Hughes made a motion to add an item to the agenda regarding the Commission's approval of a settlement in the case of *Troy Humphrey v. Department of Education, Docket #S-19027*. After providing for public comments, to which there were none, on motion duly made, seconded, and unanimously passed, the Commission added this item to the agenda, which became item #1b.

- 1b) Request to approve the settlement in the case of *Troy Humphrey v. Department of Education, Docket #S-19027*. **The Commission unanimously approved the settlement.**

- 2) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (details contained in General Circular Number 2025-052)
 - Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments. Director Decoteau shared the comments and questions the department received in reference to the proposed changes. Commissioner Plaisance shared questions, comments, and concerns she received from employees, also.

On motions duly made, seconded, and unanimously passed, the Commission approved the pay plan proposal for Exhibit A, being contingent upon the Governor's approval.

- 3) **Public Hearing** to consider Proposed changes to Civil Service Rule Chapters 1, 2, 3, 11, 13, 16, and 26 (Details contained in General Circular Number 2025-050)
- Public Comments
- Sherri Gregoire, General Counsel, presented the proposed amendments to the Commission, as published in General Circular No. 2025-050. After providing opportunity for public comments, to which there were none, on motion duly made, seconded, and passed, the Commission unanimously adopted the amendments to Chapters 1, 2, 11, 13, 16, and 26 of the State Civil Service Rules. The proposed amendments to Chapter 3 were deferred to a future Commission meeting.
- 4) Request of the **Department of Conservation and Energy** to exempt from the classified service three (3) positions, in accordance with State Civil Service Rule 4.1(d)2, effective December 3, 2025, through September 30, 2029. **The Commission unanimously granted the request.**
- 5) Request of the **Department of the Treasury, Office of State Treasurer**, to extend authority to exempt from the classified service, three (3) Manager positions in accordance with State Civil Service Rule 4.1 (d) 2, effective January 5, 2026, through January 4, 2030. **The Commission unanimously granted the request.**
- 6) Request of the **Division of Administration, Office of Louisiana Highway Construction**, to exempt one (1) Project Coordinator position from the classified service, in accordance with State Civil Service Rule 4.1(d) 2, effective December 3, 2025, through July 8, 2029. **The Commission unanimously granted the request.**
- 7) Request of the **Greater Baton Rouge Port Commission** to extend authority to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective December 11, 2025, through December 10, 2029. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Department of Health, Medical Vendor Administration**, to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective December 3, 2025, through December 2, 2029. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Department of Health, Office of the Secretary**, to exempt from the classified service, one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective December 3, 2025, through December 2, 2029. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Transportation and Development** to amend a Comprehensive Pay policy in accordance with State Civil Service Rules 6.16(d), 6.16(h), and 6.16.2, effective December 3, 2025. **The Commission unanimously granted the request, as recommended by State Civil Service, to amend a Comprehensive Pay policy and rescind an Incentive Pay policy, Recruitment and Referral Employee Incentive Plan, effective December 3, 2025.**
- 11) Request of **Louisiana Economic Development** to exempt eighteen (18) Special Project Officer positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective December 3, 2025, through December 14, 2028. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana State Police Retirement System** to exempt from the classified service, three (3) positions, in accordance with State Civil Service Rule 4.1(d)2, effective December 3, 2025, through December 2, 2029. **The Commission unanimously granted the request.**
- 13) Request of **Louisiana Works** to exempt from the classified service, one (1) Administrator position, in accordance with State Civil Service Rule 4.1(d)2, effective December 3, 2025, through December 2, 2029. **The Commission unanimously granted the request.**

- 14) Request of the **Southeast Louisiana Flood Protection Authority-East** to extend the authority to exempt from the classified service, one (1) Superintendent position, in accordance with State Civil Service Rule 4.1(d) 2, effective December 12, 2025, through February 4, 2029. **The Commission unanimously granted the request.**
- 15) Request of the **South Louisiana Port Commission** to extend authority to exempt from the classified service, one (1) Maintenance Specialist position, in accordance with State Civil Service Rule 4.1(d)2, effective January 1, 2026, through December 31, 2029. **The Commission unanimously granted the request.**
- 16) Request of the **Louisiana Department of Health, Office of Behavioral Health-Central Louisiana State Hospital and Eastern Louisiana Mental Health System**, to establish a Premium Pay policy for Associate to a Psychologist job titles in accordance with State Civil Service Rule 6.16(a), effective December 3, 2025. **The Commission unanimously granted the request.**
- 17) Request of the **Louisiana Department of Wildlife and Fisheries, Office of Fisheries**, to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective December 3, 2025. **The Commission unanimously granted the request.**
- 18) Request to amend eighteen (18) **Rewards and Recognition policies** of the following state agencies in accordance with State Civil Service Rule 6.16.1, effective December 3, 2025:
- Department of Transportation and Development
 - Grambling State University
 - Jonesboro Housing Authority
 - Lafourche Basin Levee District
 - Louisiana Department of Veterans Affairs
 - Louisiana Housing Corporation
 - Louisiana Physical Therapy Board
 - Louisiana State Board of Medical Examiners
 - Louisiana Tech University
 - Louisiana Veterans Home
 - Northeast Louisiana Veterans Home
 - Northwest Louisiana Veterans Home
 - Sabine Housing Authority
 - Southeast Louisiana Flood Protection Authority-East
 - Southwest Louisiana Veterans Home
 - Southeast Louisiana Veterans Home
 - Thrive Academy
 - University of Louisiana at Monroe
- The Commission unanimously granted the request.**
- 19) Request of **Fletcher Technical Community College** to amend a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective December 3, 2025. **The Commission unanimously granted the request.**
- 20) Request of the **Division of Administration** to extend their overtime policy to pay all non-exempt and exempt employees at the time and one-half rate for emergency situations, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective January 1, 2026. **The Commission unanimously granted the request, as recommended by State Civil Service, effective January 1, 2026, through December 31, 2026. Also, the agency will report on the use of this policy to the State Civil Service Commission at the conclusion of the policy's term.**

- 21) 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.**
- 22) 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 unanimously granted the request.**
- 23) Compliance Audit Quarterly Report
- Office of Juvenile Justice
 - Louisiana Department of Wildlife and Fisheries
 - Louisiana Department of Health
 - Department of Children and Family Services
 - Central Louisiana Human Services District
 - Department of Transportation and Development
 - Port of New Orleans
 - University of Louisiana-Monroe
 - South Louisiana Community College
 - Louisiana State Licensing Board for Contractors
 - Louisiana State Racing Commission
 - Southeastern Louisiana University
 - Capital Area Human Services District
 - Louisiana Board of Pharmacy

Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. The Louisiana Board of Pharmacy was recognized for achieving a perfect compliance report.

Commissioner Nixon stepped out of the meeting.

- **Director's Report**
 - **The Commissioners received the *State of Louisiana Report on Turnover Rates for Non-Temporary Classified Employees for Fiscal Year 2025*.**
 - **Director Decoteau provided the Commissioners with an update of pending appeals in their binders. He reminded the Commissioners that Chief Referee Marty Mansfield and Referee Brent Frederick will retire in February 2026. Director Decoteau expressed his appreciation to Ms. Mansfield for her work in clearing her pending cases.**
 - **The Department plans to promulgate rules for the Commission's consideration in January as a result of the findings in the annual pay plan report. Also, for consideration at the February meeting, the Department plans to promulgate rules to allow appeal hearings to be held virtually and rules concerning retirement incentive plans not tied to a layoff avoidance that may offer agencies greater efficiency and savings.**
 - **Director Decoteau wished everyone Happy Holidays.**
- **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, Chairman Stewart Gentry, Vice Chairman Hughes and Commissioners Carter and Plaisance agreed to adjourn for executive session to consider Applications for Review of Civil Service Appeals and Personnel Matters.**

There being no further business, the meeting adjourned at 10:46 a.m. on December 3, 2025.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

J. Stewart Gentry, Chairman