



BYRON P. DECOTEAU, JR.  
DIRECTOR

AGENDA: **Updated Item #3**  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, MAY 6, 2020  
1:00 p.m.

**Due to the COVID-19 health pandemic, this meeting will occur virtually.**

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Audio of this meeting will be available for the public. To join this meeting virtually, please use the following link: <https://attendee.gotowebinar.com/register/4565827994008729101>.

Public comments on any of the agenda items may be submitted in the following manner:

- Via email to [scsinfo@la.gov](mailto:scsinfo@la.gov)
- Use the form found at the end of this agenda and submit via email to [scsinfo@la.gov](mailto:scsinfo@la.gov) or fax to 225-342-8058
- Via telephone: 225-342-8274

**NOTE: Only comments received prior to noon on Wednesday, May 6, 2020, will be included in the record for this commission meeting.**

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- Roll Call  
The State Civil Service Commission convened its monthly general business meeting at 1:10 p.m. on Wednesday, May 6, 2020. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Curtis “Pete” Fremin (left at 3:00 p.m.), John McLure and Jo Ann Nixon. Commissioners Ronald Carrere, Jr. and G. Lee Griffin were absent.
  - Opportunity for Public Comment (No Attachment)  
No requests received from the public to address the commission.
- 1) Consideration of the **Minutes** of the Commission meeting held March 4, 2020. **The Commission unanimously approved the minutes as written.**
  - 2) Consideration of the **Minutes** of the Commission meeting held March 18, 2020. **The Commission unanimously approved the minutes as written.**
  - 3) **Public Hearing** to consider proposed changes to Chapters 1, 11 and 27 of the Civil Service Rules. (Details contained in General Circular No. 2020-028 Amended)
    - Public Comments

**The following amendments to the proposals outlined in General Circular 2020-28 Amended were provided on the floor and unanimously approved by the Commission before consideration of rule proposals:**

**11.13 Use of Sick Leave**

**a. . .**

**5) removed the word “dependent child”. The amended proposal now reads—The need to care for a son or daughter as defined in the Emergency Family and Medical Leave Expansion Act.**

**11.13 Use of Sick Leave**

b. . .

1) removed the word “in” after injury and replaced with “of an”. The amended proposal now reads—illness or injury of an immediate family member, which necessitates the absence.

11.35 Special Leave Related to COVID-19—Health Pandemic

a) add the word “rule” after service and before 11.23(d). The amended proposal now reads—Effective May 31, 2020, the use of special leave under Civil Service Rule 11.23(d) shall not . . .

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 accepted the proposed changes to Chapters 1, 11 and 27 of the Civil Service Rules.

- 4) **Public Hearing** to consider proposed changes to Civil Service Rule 6.5(g). (Details contained in General Circular No. 2020-07)

- 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 Rule 6.5(g).

- 5) Request from **Pontchartrain Levee District**, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 6, 2020 - December 31, 2020 during the High Water Season, Hurricane Season, and Annual Levee Inspections of the main line Mississippi River levee. **The Commission unanimously granted the request.**
- 6) Request of the **Department of Public Safety and Corrections – Corrections Services** for authority to exempt from the classified service one (1) Teach Professional position, in accordance with State Civil Service Rule 4.1(d)2, effective April 1, 2020 through March 3, 2023. **The Commission unanimously granted the request.**
- 7) 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 April 1, 2020 through November 5, 2021. **The Commission unanimously granted the request.**
- 8) 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 May 6, 2020 through November 5, 2021. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Insurance** to extend authority to exempt from the classified service one (1) Director position and one (1) Assistant Director position, in accordance with State Civil Service Rule 4.1(d)2, effective April 6, 2020 through April 5, 2024. **The Commission unanimously granted the request.**
- 10) Request of the **Office of State Inspector General** to extend authority to exempt from the classified service, one (1) General Counsel, in accordance with State Civil Service Rule 4.1(d)2, effective June 1, 2020 through May 31, 2024. **The Commission unanimously granted the request.**
- 11) Request of the **Lake Charles Harbor and Terminal District** to extend authority to exempt from the classified service, nine (9) positions, in accordance with State Civil Service Rule 4.1(d) 2, effective June 1, 2020 through May 31, 2024. **The Commission unanimously granted the request.**

- 12) Request of the **Louisiana Department of Health, Office for Citizens with Developmental Disabilities**, to extend authority to exempt from the classified service, one (1) Clinical Director, in accordance with State Civil Service Rule 4.1(d)2, effective June 8, 2020 through June 7, 2024. **The Commission unanimously granted the request effective June 8, 2020 through June 7, 2024.**
- 13) Request of the **Louisiana Department of Health** to exempt from the classified service five (5) Govern for America Fellows positions, in accordance with State Civil Service Rule 4.1(d)2, effective May 6, 2020 through May 5, 2024. **The Commission unanimously granted the request as recommended by the Department effective May 6, 2020 through April 2, 2023.**
- 14) Request of **State Civil Service** to establish Special Entrance Rates in accordance with State Civil Service Rule 6.5(b), effective April 1, 2020. **The Commission granted the request by a vote of 4 to 1. (Commissioner Fremin opposed.)**
- 15) Request of the **Department of State, Secretary of State (DOS)** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective April 1, 2020. **The Commission unanimously granted the request.**
- 16) Request of **Northwest Louisiana Human Services District (NLHSD)** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective April 1, 2020. **The Commission unanimously granted the request.**
- 17) Request of the **Louisiana Department of Health – Office for Citizens with Developmental Disabilities – Central Louisiana Supports and Services Center** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective April 1, 2020. **The Commission unanimously granted the request.**
- 18) Request of the **Louisiana Department of Health – Office for Citizens with Developmental Disabilities – Central Louisiana Supports and Services Center** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective April 1, 2020. **The Commission unanimously granted the request.**
- 19) Request of the **Jennings Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective May 6, 2020. **The Commission unanimously granted the request.**
- 20) Request of the **Department of State, Secretary of State** for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 550 hours to be worked within the 12-month appointment period for Theresa Byrd, classified WAE Election Program Specialist C, effective April 1, 2020. **The Commission unanimously granted the request.**
- 21) Report on **State Civil Service Rule 6.5(c) and 6.5(g) Exceptions** granted by the Director. **Director Decoteau informed the Commission that sixteen (16) total exceptions under State Civil Services Rules 6.5(c) and 6.5(g) were granted between January 1, 2020 through March 31, 2020.**
- 22) Request of **State Civil Service** to ratify the Director’s interim approval for authority under the provisions of SCS Rule 27.6. **The Commission unanimously ratified the Director’s interim approval under the provisions of State Civil Service Rule 27.6 for the requests listed below.**
  - a) Request of the **LA 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 to work up to 2080 in a 12 month appointment period, effective March 18, 2020, through September 20, 2020.

- b) Request of the **Department of Public Safety & Corrections-Corrections Services** to allow authority for all incumbents appointed to Classified WAE positions 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 March 18, 2020, through September 20, 2020.
- c) Request of the **Louisiana Department of Health (LDH) – South Central Louisiana Human Services Authority (SCLHSA)** to amend its On-Call policy in accordance with State Civil Service Rule 6.28, effective March 30, 2020.
- d) Request of the **Department of Public Safety & Corrections-Corrections Services** for an exemption to SCS Rule 6.16.2 to allow Probational and Job Appointment employees in correctional officer and probation and parole officer job titles to be eligible to receive temporary optional pay, effective March 27, 2020, through September 27, 2020.
- e) Request of the **Department of State, Secretary of State** for authority under the provisions of State Civil Service Rule 23.6(a), for both an additional 500 hours to be worked within the 12-month appointment period, for Lane McConnell, Classified WAE Administrative Coordinator 1, effective March 27, 2020 and to reappoint the incumbent to a new 12-month appointment, effective June 20, 2020.
- f) Request of **Louisiana Tech University (LA Tech)** to establish a Premium Pay policy for the Department of Residential Life and Housing in accordance with State Civil Service (SCS) Rule 6.16 (a), effective March 30, 2020 – September 29, 2020.
- g) Request of the **Louisiana Department of Health (LDH) – South Central Louisiana Human Services Authority (SCLHSA)** to amend its On-Call policy in accordance with State Civil Service Rule 6.28, effective March 30, 2020 through September 30, 2020.
- h) Request of the **Department of Children and Family Services (DCFS)** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 30, 2020.
- i) Request of the **Office of Juvenile Justice** for an exemption to SCS 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 April 3, 2020, through September 27, 2020.
- j) Request of the **Louisiana Department of Health (LDH)** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 18, 2020.
- k) Request of the **Department of Public Safety & Corrections-Corrections Services** for an exemption to SCS Rule 6.16.2 to allow Probational and Job Appointment employees in registered nurse and licensed practical nurse job titles to be eligible to receive temporary optional pay, effective April 13, 2020, through September 27, 2020.
- l) Request of **LSUHSCD-Lallie Kemp Regional Medical Center (Lallie Kemp)** to establish 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 April 6, 2020 – September 30, 2020.

- m) Request of the **Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH) – Central Louisiana State Hospital (CLSH), Eastern Louisiana Mental Health System (ELMHS) and Office of Citizens with Developmental Disabilities (OCDD) – Central Louisiana Supports and Services Center (CLSSC), Pinecrest Supports and Services Center (PSSC)** to allow authority for all incumbents appointed to Classified WAE positions 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 April 6, 2020, through September 20, 2020.
- n) Request of the **Louisiana Department of Environmental Quality** for authority under the provisions of State Civil Service Rule 23.6(a), for both an additional 200 hours to be worked within the 12-month appointment period, for Mary McCarroll, Classified WAE Administrative Coordinator 3, effective April 24, 2020, and to reappoint the incumbent to a new 12-month appointment, effective May 21, 2020.
- o) Request of the **Northeast Delta Human Services Authority (NEDHSA)** to appoint Majah David to a Public Information Officer 1 without a required test score in accordance with State Civil Service Rule 27.6, effective April 27, 2020.
- p) Request of the **Louisiana Workforce Commission** to exempt from the classified service one (1) Liaison Officer position in accordance with State Civil Service Rule 4.1(d)2, effective April 1, 2020 to March 31, 2024.
- q) Request of the **Department of Public Safety – Office of State Police** to appoint Emily Fuller to an Administrative Coordinator 4 without a required test score in accordance with State Civil Service Rule 27.6, effective April 24, 2020.

23) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of February 27, 2020 through April 17, 2020.**

- **Director’s Report**

**Director Decoteau informed the Commission that State Employee Recognition Week has been rescheduled to September 30, 2020, due to the COVID-19 pandemic.**

**The State Civil Service Comprehensive Public Training Program has developed a new course: CPTP-SCS Preventing COVID-19. Details on this web-based training can be found in [General Circular 2020-029](#). Director Decoteau thanked the Talent Development Division for hosting numerous webinars throughout the COVID-19 pandemic.**

**Director Decoteau told the Commission the Department continues to monitor the COVID-19 situation to ensure the safety of our employees. The Department has returned 20% of its workforce to the office while the remaining employees continue to telework. Once the Governor’s Stay at Home Order is lifted, the Department’s first priority is to determine how we’ll reopen our testing center sites in Baton Rouge and throughout the state. We are currently reaching out to our community partners regarding our Saturday testing sites.**

- **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 Applications for Review of Civil Service Appeals and to discuss Personnel Matters.**

**There being no further business, the meeting adjourned at 3:14 p.m. on May 6, 2020.**

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman