



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JULY 6, 2022
9:00 A.M.

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

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<https://youtu.be/BIBUDIERcgE>

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:07 a.m. on Wednesday, July 6, 2022. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., Kristi Folse, John McLure and Jo Ann Nixon. Commissioner G. Lee Griffin was 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 June 8, 2022. **The Commission unanimously approved the minutes as written.**
- 2) Request of **State Civil Service** to adopt a Resolution for Referee Brenden Craig, who is employed in the Appeals Division of the Department of State Civil Service, appointing and empowering him to hear and decide any appeal that is pending before the State Civil Service Commission on June 13, 2022, as well as any appeal filed thereafter. **The Commission unanimously adopted the Resolution as written.**
- 3) Request for **Commission Approval of Suspension Pending Criminal Proceedings of** Rebecca Hebert by the Louisiana Department of Health, Office of Public Health. **The Commission unanimously granted the request.**
- 4) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2022-023)
 - 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 were none.

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; 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 gubernatorial approval of Exhibits A and B; and unanimously ratified Exhibit G.

- 5) Request of the **Department of Insurance** to extend authority to exempt from the classified service one (1) Director and one (1) Liaison position, and to exempt from the classified service one (1) Deputy Commissioner and four (4) Specialists positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 6, 2022, through July 5, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 6) Request of the **Department of State, Secretary of State** 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 September 5, 2022, through September 4, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 7) Request of the **Division of Administration – Office of Technology Services**, to exempt one (1) Chief Cyber Officer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective July 6, 2022, through July 5, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 8) Request of the **Department of Culture, Recreation, and Tourism – Office of the Secretary** to exempt from the classified service one (1) Special Project Coordinator position, in accordance with State Civil Service Rule 4.1(d) 2, effective July 1, 2022, through January 8, 2024. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 9) Request of **Louisiana School Employees’ Retirement System** to extend authority to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2022 through September 2, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 10) Request of **Louisiana School Employees’ Retirement System** to extend authority to exempt from the classified service, one (1) Chief Investment Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2022 through September 2, 2026. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 11) Request of the **Department of Natural Resources-Office of Conservation** to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 1, 2022 through July 31, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 12) Request of the **South Central Louisiana Human Services Authority** to amend its current On-Call Pay policy in accordance with State Civil Service Rule 6.28, effective July 1, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 13) Request of the **State Board of Certified Public Accountants of Louisiana** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 14) Request of the **Department of Transportation and Development** to amend a Payment for Attainment of Advance Degree policy in accordance with State Civil Service (SCS) Rule 6.16(h), effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 15) Request of the **Department of Transportation and Development** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 16) Request of **State Civil Service** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 17) Request of **State Civil Service** to ratify the Director’s interim approval to establish a Premium Pay policy at the Department of Public Safety and Corrections, Corrections Services, in accordance with State Civil Service Rule 6.16(a), effective June 17, 2022 through December 31, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 18) Request of **State Civil Service** to ratify the Director’s interim approval to establish a Premium Pay policy at the Office of Juvenile Justice, in accordance with State Civil Service Rule 6.16(a), effective June 17, 2022 through December 31, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 19) Request of **State Civil Service** to ratify the Director’s interim approval to establish an overtime policy to compensate all Department of Public Safety and Corrections, Corrections Services’ non-exempt and exempt employees temporarily assigned to and working at an Office of Juvenile Justice secure-care facility at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective June 17, 2022 through December 31, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)
- 20) Request of **State Civil Service** to ratify the Director’s interim approval to establish an overtime policy to compensate all Office of Juvenile Justice’s non-exempt and exempt employees customarily or temporarily assigned to and working at an Office of Juvenile Justice secure-care facility at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective June 17, 2022 through December 31, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 21) Request of the **Department of Agriculture and Forestry** to establish a Premium Pay policy for Mobile Equipment Operator job titles, in accordance with State Civil Service Rule 6.16(a), effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 22) Request of the **Department of Agriculture and Forestry** to establish a Special Entrance Rate policy for Mobile Equipment Operator job titles, in accordance with State Civil Service Rule 6.5(b), effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 23) Request of the **Department of Transportation and Development** to amend a Premium Pay Policy for Human Resources job titles in accordance with State Civil Service Rule 6.16(a), effective June 8, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request, as recommended by State Civil Service, retroactive to June 8, 2022, to coincide with the previous State Civil Service Commission meeting.**
- 24) Request of the **Department of Transportation and Development** to establish a Special Entrance Rate policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective June 8, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request, as recommended by State Civil Service, retroactive to June 8, 2022, to coincide with the previous State Civil Service Commission meeting.**
- 25) Request of the **Department of Transportation and Development** to amend a Premium Pay Policy for Attorney jobs in accordance with State Civil Service Rule 6.16(a), effective June 8, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request, as recommended by State Civil Service, retroactive to June 8, 2022, to coincide with the previous State Civil Service Commission meeting.**
- 26) Request of the **Department of Transportation and Development** to establish a Special Entrance Rate policy for Attorney job titles in accordance with State Civil Service Rule 6.5(b), effective June 8, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request, as recommended by State Civil Service, retroactive to June 8, 2022, to coincide with the previous State Civil Service Commission meeting.**
- 27) Request of the **Department of Insurance**, to establish a Special Entrance Rate policy for Accountant job titles and Compliance Examiner 1 job title, in accordance with State Civil Service Rule 6.5(b), effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 28) Request of the **Louisiana Department of Health – Office of Secretary** to establish a Special Entrance Rate policy for Medical Certification Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 29) Request of the **Louisiana Department of Health – Office of Public Health** to establish a Premium Pay policy for Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 30) Request of the **Department of Transportation and Development** to establish a Premium Pay Policy for various jobs that require overnight travel in accordance with State Civil Service Rule 6.16(a), effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 31) Request of the **South Central Louisiana Human Service Authority (SCLHSA)** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
 - 32) Request of the **Teachers' Retirement System of Louisiana** to amend its Premium Pay policy for Information Technology positions in accordance with State Civil Service Rule 6.16(a), retroactive to June 13, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
 - 33) Request of **University of Louisiana at Lafayette** to establish a Premium Pay Policy for their Campus Police Department in accordance with State Civil Service Rule 6.16(a) effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
 - 34) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director. **Director Decoteau informed the commission that 17 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between April 1, 2022 through June 24, 2022.**
 - 35) Update from State Civil Service General Counsel on the State Civil Service Commission Classified Employee Representative Election—Changes to the Administrative Code **Sherri Gregoire, General Counsel, provided an update regarding the draft of a proposed revision to the rule submitted to the Louisiana Register for publication on July 20, 2022.**
 - 36) WITHDRAWN
 - 37) Presentation on State Civil Service Rule 11.34 Crisis Leave Pool **Director Decoteau and Sherri Gregoire, General Counsel, provided a background on Civil Service Rule 11.34 as it compares to La. R.S. 42:441, et seq, and outlined the amendments to the statute approved under Act 649 of the 2022 Regular Legislative Session.**
- Director's Report
 - **The Annual Pay Plan Report will be presented at the September 7, 2022, Civil Service Commission meeting. The Department asked permission to promulgate rules regarding compensation, if needed.**
 - Consideration of a motion to *recess* for Executive Session to consider Applications for Review of Civil Service Appeals, to discuss Personnel Matters, and to conduct the annual performance evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service. (All Commissioners to verbally vote.) **On motion duly made, seconded, and unanimously passed, the commission agreed to recess for executive session at 10:44 a.m. to consider Applications for Review of Civil Service Appeals, to discuss Personnel Matters, and to conduct the annual performance evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**

The Commission reconvened from Executive Session at 12:35 p.m.

- Upon reconvening from Executive Session the Commission will hear the following items:

- 38) Consideration of a motion to approve Fiscal Year 2021-2022 Performance Evaluation of the:
- State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service
- (No attachment) **The Commission approved the Fiscal Year 2021-2022 Performance Evaluations of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**
- 39) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2022-2023 Performance Planning session, on behalf of the Commission, of the:
- State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service
- (No attachment) **The Commission approved granting the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2022-2023 Performance Planning Session, on behalf of the Commission, of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**

Director Decoteau requested to add to the agenda an item to consider adopting a Resolution regarding Act No. 156 of the 2021 Regular Session of the Louisiana Legislature, which calls for a constitutional amendment allowing the political support for immediate family members of classified employees. After providing the opportunity for public comments, to which there were none, the Commission unanimously granted the request to add the item to the agenda.

Director Decoteau read the [Resolution](#) into the record. The Resolution resolves that the State Civil Service Commission reaffirms its support for the original language of Article X, Section 9—Prohibitions Against Political Activities, of the Louisiana Constitution. After providing the opportunity for public comments, to which there were none, the Commission unanimously adopted the Resolution.

- 40) Request of the **Department of Environmental Quality** for authority under the provisions of State Civil Service Rule 4.1(d)1, to allow one (1) incumbent, Douglas Flitter, appointed to a 4.1(d)1 Security Officer position to work up to 2,080 hours in a 12-month appointment period and to allow reappointment of Mr. Flitter who previously exceeded the 1,245 hours in a 12-month appointment period, effective July 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to this date.**

There being no further business, the meeting adjourned at 12:44 p.m. on July 6, 2022.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman