



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, MAY 1, 2024
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 9:17 a.m. on Wednesday, May 1, 2024. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candace Carter, John McLure, Codi Neyland, and Jo Ann Nixon. Commissioner Craig Netterville 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 April 3, 2024. **The Commission unanimously 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. For additional information regarding State Employee Recognition Week 2024, please refer to [General Circular No. 2024-014](#).**
- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2024-009)
 - 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 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 Exhibits C, D, E, and F, which require approval only from the State Civil Service Commission. Also, the Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.

- 4) **Public Hearing** to consider proposed changes to Chapter 18 of the State Civil Service Rules (Details contained in General Circular No. 2024-010)
 - Public Comments

Sherri Gregoire, General Counsel, presented the proposed amendments to the Commission, as published in [General Circular No. 2024-010](#). 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 Chapter 18 of the State Civil Service Rules.
- 5) Request of the **Lake Charles Harbor and Terminal District** to extend authority to exempt from the classified service, one (1) Finance Director position, four (4) Director positions, and four (4) Manager positions in accordance with State Civil Service Rule 4.1(d)2, effective June 1, 2024 through May 31, 2028. **The Commission unanimously granted the request.**
- 6) Request of the **Office of State Inspector General** to extend authority to exempt from the classified service, one (1) General Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective June 1, 2024 through May 31, 2028. **The Commission unanimously granted the request.**
- 7) Request of the **Coastal Protection and Restoration Authority** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective May 1, 2024. **The Commission unanimously granted the request.**
- 8) Request of the **Teachers' Retirement System of Louisiana** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective May 1, 2024. **The Commission unanimously granted the request.**
- 9) Request of the **Teachers' Retirement System of Louisiana** to establish an Attainment of Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective May 1, 2024. **The Commission unanimously granted the request.**
- 10) Request of the **University of Louisiana at Lafayette** to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective May 1, 2024. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Veterans Affairs** to amend a Premium Pay policy for Nursing Assistant, Psychiatric Aide Supervisor, and Registered Nurse job titles, in accordance with State Civil Service Rule 6.16(a), effective May 1, 2024. **The Commission unanimously granted the request.**
- 12) Request of the **Division of Administration, Office of State Uniform Payroll** to amend a Special Entrance Rate policy for the State Uniform Payroll job titles in accordance with State Civil Service Rule 6.5(b), effective May 1, 2024. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana Department of Health—Office of Behavioral Health** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow all incumbents appointed to unclassified WAE Program Assistant positions to work up to 2,080 hours in a 12-month appointment period and allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective July 1, 2024 through June 30, 2025. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of May 1, 2024.**
- 14) Report on State Civil Service Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, 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.**

- 15) Request of the Department of Public Safety – Office of State Police for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow Greg Marchand, classified WAE Training and Development Specialist 3, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective May 1, 2024. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of May 1, 2024.**
 - 16) Request of the Louisiana Department of Veterans Affairs to amend their Special Entrance Rate policy for Nursing Assistant job titles in accordance with State Civil Service Rule 6.5(b), effective April 3, 2024. **The Commission unanimously granted the request with an effective date of May 1, 2024, as requested by the agency and recommended by State Civil Service.**
 - 17) Report on Senate Bill 181 of the 2024 Regular Legislative Session filed by Senator Jay Morris. “(CIVIL SERVICE: Proposed Constitutional Amendment to provide for nominations to the Civil Service Commission from Public Universities)” **The department provided an update to the Commission on Senate Bill 181.**
- Commissioner John McLure announced his intention to submit his resignation from the State Civil Service Commission at the end of the June 5, 2024, meeting. Mr. McLure has served on the Commission since 2001.
 - Director’s Report
 - [2024 Regular Legislative Session Update](#):
 - Staff is tracking 75 bills, including the following:
 - House Bills 183, 563, 566, 593 and 800.
 - Senate Bills 128, 139, 181, 386, 462
 - The department plans to promulgate rules in the next few months regarding the following:
 - CSR 11.36-Parental Leave: how does a paid holiday or office closure affect parental leave?
 - CSR 15.10-Modifications of personnel actions
 - CSR 6.29-Corrective Pay Actions
 - The Governor signed the pay hearing pay plan changes presented at the April 3, 2024, Commission meeting. Please refer to [General Circular No. 2024-013](#) for more information.
 - Chairman David Duplantier presented Commissioner McLure with a plaque in appreciation for his years of dedicated service to the State Civil Service Commission.
 - 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 Personnel Matters.**

There being no further business, the meeting adjourned at 10:53 a.m. on May 1, 2024.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman