



**STATECIVILSERVICE**

**Byron P. Decoteau, Jr., Director**

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June 11, 2018

CHANCELLOR'S OFFICE

Dr. William B. Richardson, Vice President  
Louisiana State University Agricultural Center  
103 J. Norman Efferson Hall, 101 LSU Union Square  
Baton Rouge, LA 70803

JUN 19 2018

LSU AGRICULTURAL CENTER

Dear Dr. Richardson:

This is to advise that at its general business meeting held on Wednesday, June 6, 2018, the State Civil Service Commission granted the request of the Louisiana State University Agricultural Center to amend or establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2. Approval was granted with an effective date of July 1, 2018.

If you have any questions, please feel free to contact Brandy Malatesta, Compensation Division Administrator at (225) 342-8258.

Sincerely,

Byron P. Decoteau, Jr.  
Director

CO:BD:mcm (23vv)

**LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER  
OPTIONAL PAY ADJUSTMENT POLICY**

**EFFECTIVE DATE:     JULY 1, 2018**

**POLICY**

In accordance with State Civil Service Rule 6.16.2, *Optional Pay Adjustments*, it is the policy of the LSU AgCenter to consider granting optional pay adjustments for the recruitment and retention of employees.

**APPLICABILITY**

This policy applies to all full-time permanent, classified employees of the LSU AgCenter. No employee shall receive more than the maximum amount allowed by State Civil Service Rule 6.16.2 within a fiscal year.

**IMPLEMENTATION**

This policy becomes effective upon the date approved by the State Civil Service Commission. Subsequent revisions shall become effective on the date revisions are approved by the State Civil Service Commission.

**PURPOSE**

Provided that funding is available, the LSU AgCenter will consider granting optional pay to permanent employees in the following circumstances:

**I.     Matching a Job Offer**

An employee deemed by the Appointing Authority to be essential to the agency may receive a base pay increase of up to 10% of the employee's base salary to match a written and verified job offer from a private employer, for an unclassified position at another state agency, or a position at a non-state governmental entity. Employees at range maximum shall not be eligible for a payment under this provision.

**II.    Compression Pay**

The Appointing Authority may grant a base pay increase of up to 10% to an employee to reduce pay compression. Employees at range maximum shall not be eligible for a payment under this provision. Salary compression may occur when managers/supervisors are paid at a rate lower than those that they supervise.

Salary compression may occur when managers/supervisors are paid at a rate lower than those that they supervise. Please remember that it is perfectly logical that a 20-year employee in a staff level position will have a higher salary than a supervisor with just seven years of service/experience.

However, if the supervisor has 20 years of service/experience and makes less than the subordinate with 7 years of service/experience, an agency may want to give an increase to the supervisor.

Salary compression may also be caused when there is only an insignificant difference in pay between employees in the same job series, despite significant differences in merit factors such as (a) length of total state service; (b) time in current job series; (c) skills and experience; (d) education/credentials; or performance.

This may occur when the current employee pay hasn't kept up with increases in the market pay rate resulting in a situation in which new hires are hired at levels similar to employees who have been with the state for many years. Merit factors will be taken in to consideration and only employees at this agency will be compared.

If an agency is planning to pay a large group of employees, give compression to the same employee in multiple fiscal years, or would like to address something the agency feels is compression specifically not listed above, the agency must contact their SCS compensation consultant prior to making the payment.

### **III. Recruitment**

The Appointing Authority may grant a base pay increase of up to 10%, in addition to any other compensation granted under State Civil Service Rule 6.7, to recruit permanent employees into a position for which recruiting is difficult. Employees at range maximum shall not be eligible for a payment under this provision.

### **IV. Additional Duties**

To provide compensation for employees who perform additional duties.

#### **A. Permanent Additional Duties**

The Appointing Authority may grant a base pay increase or lump sum payment of up to 5% to an employee who is assigned additional duties on a permanent basis. Such permanent duties shall be documented on an official position description and processed by State Civil Service within 30 days prior to granting the adjustment. An employee may not receive more than 10% in base pay increases for additional duties within three (3) consecutive years.

#### **B. Temporary Additional Duties**

The Appointing Authority may grant a lump sum payment of up to 5% to an employee who is assigned additional duties on a temporary basis. Payment of such a lump sum may be made in one payment at the end of the duration of the duties or may be spread among pay periods for the duration of the assignment not to exceed one year. If the duration of the assignment exceeds one year, a request for payment will be resubmitted to the Appointing Authority for approval.

Employees at range maximum who are assigned additional duties shall only be eligible for a lump sum payment under this provision. An employee shall not be eligible for either a lump sum or base pay increase for additional duties if he/she has already been compensated according to another State Civil Service Rule. Employees who are at range maximum cannot receive lump sum payments in consecutive years, even if the reasons for the payments are different.

**POSTING/REPORTING**

This policy shall be posted in a manner that assures its availability to all employees along with a listing of all employees who receive payments according to this policy.

An annual report shall be submitted to the Department of State Civil Service by July 31 detailing payments made to employees under State Civil Service Rule 6.16.2 during the previous fiscal year ending June 30th.

No employee shall receive more than the maximum allowed by State Civil Service Rules.

Funds must be provided by the individual units or requested and approved by the Associate Vice President or Vice President.

All requests for application of this rule must be submitted by the unit head to the HRM Office for review.

Appointing Authority Approval: William Ruben Date: 5/13/18

SCS Approval: \_\_\_\_\_ Date: \_\_\_\_\_



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

### AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, JUNE 6, 2018

9 A.M.

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

- Roll Call

**THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:23 A.M. ON WEDNESDAY, JUNE 6, 2018. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, C. PETE FREMIN, RONALD CARRERE 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) Request of the Department of Public Safety – Office of State Fire Marshal to exempt from the classified service one (1) Investigator position, in accordance with State Civil Service Rule 4.1(d)2, effective June 6, 2018 through June 5, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 2) Request of Louisiana State University to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of the Southeast Louisiana Flood Protection Authority – East, in accordance with State Civil Service Rule 11.1(b), to define the standard work week for the law enforcement personnel for Orleans Levee District, East Jefferson Levee District and Lake Borgne Basin Levee District, as a fourteen (14) day pay period consisting of eighty-four (84) hours, which is equal to seven (7) twelve (12) hour duty rotations, effective June 6, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Request of State Civil Service to ratify the Director’s interim approval for authority to re-establish a Special Entrance Rate for a Mechanic 3 at the Department of Transportation and Development, in accordance with State Civil Service Rule 19.3(b), effective January 2, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR’S INTERIM APPROVAL AND GRANTED THE REQUEST.**
- 5) WITHDRAWN

- 6) Request of the Department of Wildlife and Fisheries – Office of Fisheries under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Joseph Riviere, Jr., Marine Operator 2, to be effective June 30, 2018 through June 29, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT, FOR A PERIOD OF ONE (1) YEAR, EFFECTIVE JUNE 30, 2018 THROUGH JUNE 29, 2019.**
- 7) Request of the Department of Wildlife and Fisheries – Office of Fisheries under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Patrick Morris, Marine Operator 2, to be effective July 1, 2018 through June 30, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST FOR A PERIOD OF ONE (1) YEAR, EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019.**
- 8) Request of the Department of Wildlife and Fisheries – Office of Fisheries under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Kristen Thibodeaux, Biologist 3, to be effective July 1, 2018 through June 30, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 9) Request of the Department of Wildlife and Fisheries – Office of Fisheries under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Matthew Boasso, Biologist 3, to be effective July 1, 2018 through June 30, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 10) Request of the Department of Wildlife and Fisheries – Office of Fisheries under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Anthony Jennings, Maintenance Repairer 2, to be effective July 1, 2018 through June 30, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION DENIED EXTENDING THE JOB APPOINTMENT BY A VOTE OF 4-2. (COMMISSIONERS FREMIN AND CARRERE OPPOSED.)**
- 11) Request of the Department of Wildlife and Fisheries – Office of Fisheries under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Sandra Stewart, Administrative Coordinator 4, to be effective July 1, 2018 through December 31, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION DENIED EXTENDING THE JOB APPOINTMENT BY A VOTE OF 4-2. (COMMISSIONERS FREMIN AND CARRERE OPPOSED.)**
- 12) Request of the Louisiana Secretary of State, Department of State for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to reappoint incumbents who previously exceeded the 1245 hours in a 12-month appointment period and to allow all incumbents appointed to the Classified WAE Elections Machine Mechanic to work up to 2080 hours in a 12-month appointment period, effective July 1, 2018 through June 30, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 13) Request of the Louisiana Department of Health – Office of Aging and Adult Services/Villa Feliciana Medical Complex to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 6, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 14) Request of the Department of Public Safety and Corrections, Youth Services, Office of Juvenile Justice to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 6, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 15) Request of the Department of Public Safety and Corrections, Youth Services, Office of Juvenile Justice to establish a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective June 6, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 16) Request of the Louisiana Department of Health – Pinecrest Supports and Services Center for authority under the provisions of State Civil Service Rule 21.9(d) to compensate employees in FLSA Exempt Registered Nurse 3 (RN3) job titles at the time and one-half rate for performed overtime through December 31, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 17) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular 2018-013) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS.**

**BASED UPON COMMENTS RECEIVED DURING THE COMMENT PERIOD, STATE CIVIL SERVICE REQUESTED A MOTION TO AMEND EXHIBIT D, AS OUTLINED IN GENERAL CIRCULAR 2018-013, TO REMOVE THE JOB TITLE OF UPHOLSTERER, JOB CODE 100570, FROM THE PROPOSED LIST OF JOBS TO BE ABOLISHED. UPON MOTION DULY MADE, SECONDED AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE AMENDMENT TO EXHIBIT D.**

**ON MOTIONS DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSAL FOR EXHIBITS A & B BEING CONTINGENT UPON GOVERNOR'S APPROVAL WITH THE EFFECTIVE DATE TO BE SET BY THE DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL; APPROVED THE PAY PLAN PROPOSAL FOR EXHIBIT C, WITH IMPLEMENTATION BEING SUBJECT TO GUBERNATORIAL APPROVAL OF EXHIBITS A & B; APPROVED THE PAY PLAN PROPOSAL FOR EXHIBIT D, AS AMENDED, WITH THE EFFECTIVE DATE TO BE SET BY THE DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF COMMISSION APPROVAL.**

- 18) Request of the Department of Transportation and Development to amend its Comprehensive Pay policy in accordance with State Civil Service Rules 6.5(b), 6.16(h) and 6.16.2, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 19) Consideration of the Minutes of the Commission Meeting held on May 2, 2018. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 20) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF APRIL 14, 2018 THROUGH MAY 20, 2018.**
- 21) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
- Louisiana Veterans' Home
  - Housing Authority of the City of Shreveport
  - Louisiana Department of Education
  - Department of Corrections—Administration
  - Louisiana Special Education Center
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 22) Request of the Port of New Orleans to exempt from the classified service one (1) Port General Agent position, in accordance with State Civil Service Rule 4.1(d)2, effective June 6, 2018 through June 5, 2022.

(Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)

**THE COMMISSION GRANTED THE REQUEST.**

- 23) Request to amend or establish the **Optional Pay policies** of the following state agencies in accordance with State Civil Service Rule 6.16.2, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUESTS SHOWN BELOW:**

- a. Acadiana Area Human Services District
- b. Atchafalaya Basin Levee District
- c. Board of Elementary and Secondary Education
- d. Bossier Community College
- e. Capital Area Human Services District
- f. Central Louisiana Human Services District
- g. Coastal Protection and Restoration Authority
- h. Delgado Community College
- i. Department of Agriculture and Forestry
- j. Department of Children and Family Services
- k. Department of Environmental Quality
- l. Department of Insurance
- m. Department of Public Safety and Corrections, Public Safety Services
- n. Department of Revenue
- o. Department of State - Secretary of State
- p. Department of Wildlife and Fisheries
- q. Division of Administration
- r. Division of Administrative Law
- s. DPSC Youth Services, Office of Juvenile Justice
- t. East Baton Rouge Parish Housing Authority
- u. Florida Parishes Human Services Authority
- v. Governor's Office of Elderly Affairs
- w. Houma-Terrebonne Housing Authority
- x. Imperial Calcasieu Human Services Authority
- y. Lafourche Basin Levee District
- z. Lake Charles Harbor and Terminal District
- aa. Louisiana Commission on Law Enforcement
- bb. Louisiana Delta Community College
- cc. Louisiana Department of Health
- dd. Louisiana Department of Veterans Affairs
- ee. Louisiana Economic Development
- ff. Louisiana Housing Corporation
- gg. Louisiana Public Service Commission
- hh. Louisiana Real Estate Commission and Louisiana Real Estate Appraisers Board
- ii. Louisiana School Employees' Retirement System
- jj. Louisiana School for Math, Science, and the Arts
- kk. Louisiana Special Schools (LSDVI and LSEC)
- ll. Louisiana State Board of Cosmetology
- mm. Louisiana State Board of Nursing
- nn. Louisiana State Board of Practical Nurse Examiners
- oo. Louisiana State Employees' Retirement System
- pp. Louisiana State Licensing Board for Contractors
- qq. Louisiana State Plumbing Board
- rr. Louisiana State Police Retirement System
- ss. Louisiana State University A&M
- tt. Louisiana Tax Commission

uu.	<u>Louisiana Used Motor Vehicle Commission</u>
vv.	<u>LSU Agricultural Center</u>
ww.	<u>LSU Health Care Services Division</u>
xx.	<u>LSU Health Sciences Center New Orleans</u>
yy.	<u>LSU-Eunice</u>
zz.	<u>Mental Health Advocacy Services</u>
aaa.	<u>Metropolitan Human Services District</u>
bbb.	<u>Monroe Housing Authority</u>
ccc.	<u>Non-Flood Protection Asset Management Authority</u>
ddd.	<u>Northeast Delta Human Service Authority</u>
eee.	<u>Northwest Louisiana Human Services District</u>
fff.	<u>Northwestern State University</u>
ggg.	<u>Oakdale Housing Authority</u>
hhh.	<u>Office of Financial Institutions</u>
iii.	<u>Office of the State Examiner, Municipal Fire and Police Civil Service</u>
jjj.	<u>Office of the State Inspector General</u>
kkk.	<u>Pennington Biomedical Research Center</u>
lll.	<u>Pineville Housing Authority</u>
mmm.	<u>Pontchartrain Levee District</u>
nnn.	<u>Port of Greater Baton Rouge</u>
ooo.	<u>Port of New Orleans</u>
ppp.	<u>Red River, Atchafalaya, and Bayou Boeuf Levee District</u>
qqq.	<u>Sabine River Authority</u>
rrr.	<u>South Central Louisiana Human Services Authority</u>
sss.	<u>South Louisiana Community College</u>
ttt.	<u>State Civil Service</u>
uuu.	<u>Sulphur Housing Authority</u>
vvv.	<u>Teachers' Retirement System of Louisiana</u>
www.	<u>University of Louisiana at Lafayette</u>
xxx.	<u>University of Louisiana at Monroe</u>
yyy.	<u>University of New Orleans</u>
zzz.	<u>Vinton Housing Authority</u>

- 24) Request to amend or establish the Rewards and Recognition policies of the following state agencies in accordance with State Civil Service Rule 6.16.1, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUESTS SHOWN BELOW:**

- |    |  |
|----|--|
| a. | <u>Alexandria Housing Authority</u>                                      |
| b. | <u>Board of Elementary and Secondary Education</u>                       |
| c. | <u>Central Louisiana Human Services District</u>                         |
| d. | <u>Coastal Protection and Restoration Authority</u>                      |
| e. | <u>Department of Agriculture and Forestry</u>                            |
| f. | <u>Department of Culture, Recreation and Tourism</u>                     |
| g. | <u>Department of Environmental Quality</u>                               |
| h. | <u>Department of Insurance</u>   |
| i. | <u>Department of Public Safety and Corrections, Corrections Services</u> |
| j. | <u>Department of State—Secretary of State</u>                            |
| k. | <u>Department of Veterans Affairs</u>                                    |
| l. | <u>Department of Wildlife and Fisheries</u>                              |
| m. | <u>Division of Administration</u>  |
| n. | <u>Division of Administrative Law</u>                                    |
| o. | <u>Louisiana Economic Development</u>                                    |
| p. | <u>Louisiana Public Service Commission</u>                               |

- q. Louisiana State Board of Cosmetology
  - r. Louisiana Tax Commission
  - s. Mental Health Advocacy Service
  - t. Northeast Delta Human Services Authority
  - u. Northwest Louisiana Human Services District
  - v. Office of Financial Institutions
  - w. Office of the State Examiner, Municipal Fire and Police Civil Service
  - x. Office of the State Inspector General
  - y. Sabine River Authority
  - z. South Louisiana Community College
  - aa. University of New Orleans
- 25) Request of the Houma-Terrebonne Housing Authority to amend its Rewards and Recognition policy in accordance with Civil Service Rule 6.16.1, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 26) Request of the Board of Regents to amend its Optional Pay policy in accordance with Civil Service Rule 6.16.2, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 27) Request of the University of Louisiana at Monroe to amend its Rewards and Recognition policy in accordance with Civil Service Rule 6.16.1, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 28) Request of Southwest Louisiana Technical Community College to establish an Optional Pay policy in accordance with Civil Service Rule 6.16.2, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 29) Request of Louisiana State University Agricultural Center to amend its Rewards and Recognition Policy in accordance with Civil Service Rule 6.16.1, effective June 6, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 30) Request of Lafourche Basin Levee District to amend its Rewards and Recognition policy in accordance with Civil Service Rule 6.16.1, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 31) Request of Louisiana Workforce Commission to amend its Optional Pay Policy in accordance with Civil Service Rule 6.16.2, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 32) Request of the Division of Administration to exempt from the classified service sixteen (16) positions in accordance with State Civil Service Rule 4.1(d)2, effective June 6, 2018 through June 5, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST, AS RECOMMENDED BY THE DEPARTMENT, EFFECTIVE JUNE 6, 2018 THROUGH OCTOBER 12, 2018.**

**ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD TO THE AGENDA A REQUEST OF THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS, CORRECTIONS SERVICES TO AMEND ITS OPTIONAL PAY POLICY IN ACCORDANCE WITH STATE CIVIL SERVICE RULE 6.16.2, EFFECTIVE JULY 1, 2018.**

- 33) Request of the Department of Public Safety and Corrections, Corrections Services to amend its Optional Pay policy in accordance with Civil Service Rule 6.16.2, effective July 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
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- Director's Report Byron P. Decoteau, Jr., Director
    - *Director Decoteau informed the Commission that he raised the pay levels of all job titles in the Engineering Series, after completing the Engineering Series Job Assessment, in accordance with Chapter 19 Transition Rules.*
    - *Reminded the HR Community of the Quarterly Meeting at 1:00 P.M. today.*
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- **Consideration of a motion to *recess / adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO RECESS FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW AND PERSONNEL MATTERS.**
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THE COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 11:37 A.M.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD TO THE AGENDA A MOTION TO ADD WRITTEN CHARGES AGAINST THE STATE EXAMINER ROBERT LAWRENCE.

AFTER RECEIVING COMMENTS FROM STATE EXAMINER ROBERT LAWRENCE, ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE MOTION TO ISSUE WRITTEN CHARGES AGAINST THE STATE EXAMINER ROBERT LAWRENCE.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 11:42 A.M. ON WEDNESDAY, JUNE 6, 2018.

RESPECTFULLY SUBMITTED,

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BYRON P. DECOTEAU, JR., DIRECTOR

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DAVID DUPLANTIER, CHAIRMAN