

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, JANUARY 13, 2014

The regular monthly meeting of the City Civil Service Commission was held on Monday, January 13, 2014 at 1340 Poydras Street, Suite 900. Present were Chairman Kevin W. Wildes, S.J., Commissioners Michelle D. Craig, Edward P. Cohn and Ronald P. McClain. Commissioner Joseph S. Clark was absent. The Chairman convened the meeting at 10:15 a.m. and proceeded by sounding the Commission's docket. At 10:54 a.m., on motion of Chairman Wildes and seconded by Commissioner Craig, the Commission voted unanimously to go into executive session to discuss matters taken under advisement and pending litigation. At 11:25 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

The first item on the agenda was the minutes of the December 16, 2013 meeting. The minutes were approved unanimously on motion of Commissioner Craig and seconded by Commissioner Cohn.

Item #2 on the agenda was a request from the Administration to amend Rule VIII, Section 1.4 related to the use of leave. Mr. Robert Hagmann, Personnel Administrator, informed the Commission that a request was received from the Chief Administrative Office recommending a change to Civil Service Rule VIII, Section 1.4. This amendment would increase the minimum charge against annual leave from six minutes to fifteen minutes. The rule amendment would also reflect that the rule only applies to non-exempt employees since exempt employees only charge leave in whole day increments. Mr. Hagmann explained that the rule change was being introduced and would lie over until the next Commission meeting.

Item #3 on the agenda was Classification and Compensation matters. Item #3(a) was a review of the Office of Inspector General's unclassified School Construction Fraud positions. Director Hudson informed the Commission that the Office of Inspector General requested additional time to review staff's proposal and asked that the matter be deferred until the next meeting. On motion of Chairman Wildes and seconded by Commissioner Craig, the matter was deferred until the next meeting.

Item #3(b) was the emergency overtime pay rule change proposals. Director Hudson informed the Commission that staff was still in discussion with the Administration and requested that the matter be deferred. On motion of Commissioner Craig and seconded by Chairman Wildes, the matter was deferred until the next meeting.

Item #3(c) was a request from PANO to investigate violations of Civil Service Rules relative to the establishment of rates of pay for the Office of Police Secondary Employment. Item #3(d) was the establishment of payroll codes for payment through the City's payroll system for police detail work. Director Hudson stated that items #3(c) and #3(d) are both related to the litigation in Walter Powers vs. the City of New Orleans. She explained that there were still some negotiations taking place and asked that these items be deferred. On motion of Commissioner Craig and seconded by Commissioner Cohn, Items #3(c) and #3(d) were deferred until the next meeting.

Item #3(e) was a report on the request from the Police Association of New Orleans regarding Integrity Control Officers within the Police Department. Director Hudson explained that staff presented its recommendation at the last Commission meeting and that, as a result of staff's recommendation, the administration asked to have the information used by staff in making its recommendation. The administration requested that the matter be deferred to allow them more time to review the information. On motion of Commissioner Cohn and seconded by Commissioner Craig, the matter was deferred until the next meeting.

Item #3(f) was a request from Officer Clinton Lawrence to reclassify his injury status from Worker's Compensation to Injured on Duty (IOD). Ms. Shelly Stolp, Personnel Administrator of Classification and Compensation, informed the Commission that according to Officer Lawrence's report of injury, he was injured while trying to physically apprehend a suspect. Therefore, his injury should have been classified as injured on duty. She explained that Officer Lawrence was placed on worker's compensation because his report of injury was not submitted within the required thirty days. Ms. Stolp also informed the Commission that the Police Department was in agreement with converting Officer Lawrence's injury to injured on duty. On motion of Commissioner McClain and seconded by Chairman Wildes, Officer Lawrence's request to change his injury from Worker's Compensation to IOD was approved unanimously.

Item #4 on the agenda was Recruitment and Selection matters. Item #4(a) was the approval of the extension of provisional appointments in accordance with Rule VI, Section 5.3(a). Director Hudson explained that provisional appointments are approved for a period of one year and need Commission approval for periods longer than one year. She informed the Commission that there are currently 165 employees serving in provisional appointments. She stated that 57 of the 165 appointments are employees serving in provisional appointments where regular examinations are not administered. On motion of Commissioner Craig and seconded by Commissioner Cohn, the extension of the provisional appointments was approved unanimously.

Item #4(b) was Examination Announcements #8897 through #8900. On motion of Chairman Wildes and seconded by Commissioner Cohn, the announcements were approved unanimously.

Item #5(a) on the agenda was the proposed amendment to Rule IX related to disciplinary action and letters of reprimand. Item #5(b) on the agenda was the proposed amendment to Rule II, Section 4.1 on appeals. Director Hudson explained that staff is planning to meet with attorneys from the Sewerage and Water Board as well as the City to discuss the rule changes in items #5(a) and #5(b) and asked that these items be deferred in order to give time for these meetings to take place. Items #5(a) and #5(b) were deferred at staff's request.

Item #6 was the Ratification of Public Integrity Bureau (PIB) 60- day extension requests. The Hearing Officer's recommendations on these requests were approved unanimously on motion of Commissioner Craig and seconded by Commissioner Cohn.

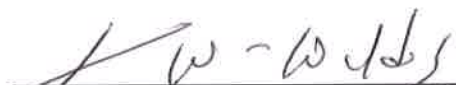
Item #7 on the agenda was Communications. Item #7(a) on the agenda was an update on the status of establishing a Citywide Compensatory Time Policy. Director Hudson informed the Commission that staff sent out its recommendation on rule changes regarding a Citywide Compensatory Time Policy and that staff received some feedback regarding this policy. She also informed the Commission that staff would be scheduling meetings with the Police Association of New Orleans (PANO) and the Fire Union to further discuss these changes.


Item #7(b) on the agenda was an update on the status of the Firefighters Association regarding New Orleans Fire Department employees working out of class. Director Hudson informed the Commission that staff sent out a request for information to determine which employees were impacted by working out of class and explained that staff was waiting on a response to that request. After a brief

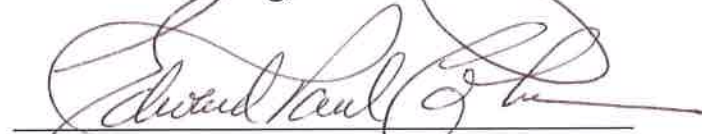
discussion with Mr. Nicholas Felton, President of the Fire Fighters Association, regarding who the request was sent to, Director Hudson stated that she would set up a meeting with the Fire Superintendent. Chairman Wildes requested that staff meet with the Superintendent before the next Commission meeting.

Item #7(c) was an update on the status of the CAO policy regarding ban the box and on training for HR managers. Mr. Charles West and Mr. James Logan, representatives of the City's Administration, came before the Commission. Mr. West addressed the Commission informing them that the Personal History Form had been changed to remove the question regarding felony convictions and that the twenty-three City Departments and their HR Managers had been trained. Commissioner McClain inquired as to the number of departments that still needed training. Mr. West stated that they were about half way through the training and that all training would be done by the end of the month. He also stated that the Law Department would continue to train departments on an as needed basis as well as conduct quarterly training sessions. Director Hudson asked if any of the departments had conducted any background investigations. Mr. West's response was that there had not been any hires yet.

With no other communications to consider, on motion of Commissioner McClain and seconded by Commissioner Craig, the meeting was adjourned at 11:44 a.m.


Rev. Kevin W. Wildes, Chairman


Michelle D. Graig, Commissioner


Rabbi Edward Paul Cohn, Commissioner


Ronald P. McClain, Commissioner