

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, APRIL 15, 2013

The regular monthly meeting of the City Civil Service Commission was held on Monday, April 15, 2013 at 1340 Poydras Street, Suite 900. Present were Chairman Kevin W. Wildes, S.J., Commissioners Joseph S. Clark, Amy L. Glovinsky and Debra S. Neveu. The Chairman convened the meeting at 10:03 a.m. The Commission completed the Docket portion of the meeting at 10:52 a.m. and began their recess. The Business Meeting convened at 11:16 a.m.

The first item on the agenda was the minutes of the February 18, 2013 meeting. The minutes were approved unanimously on motion of Commissioner Clark and seconded by Commissioner Neveu.

Item #2 on the agenda was classification and compensation matters. Item #2a was a report on a survey related to Rule IV, Section 9.8 regarding emergency overtime pay. Mr. Robert Hagmann, Personnel Administrator, reminded the Commission that in January, staff proposed a rule amendment to the overtime rule that would restrict the overtime compensation for salaried employees during a declared emergency. Staff's proposal would restrict highly compensated employees (those employees earning more than \$100K) from earning overtime. It would also restrict other salaried employees from receiving overtime until the fifteenth day or the third week of the emergency. Mr. Hagmann gave some background information on how the emergency pay rule came about and then proceeded to present survey results on how some local, regional and national jurisdictions pay emergency overtime to their salaried employees. Mr. Hagmann stated that ten of the seventeen participants had provisions which allowed both emergency pay and overtime for regular exempt employees. In contrast, the survey showed that nine of the seventeen participants did not allow both emergency pay and overtime for highly compensated employees. The majority of the respondents paid their executives the same as other exempt employees and the majority of the jurisdictions that allowed for overtime, paid their employees at the time and a half rate. Mr. Hagmann stated that the survey results did not show any conclusive evidence or consistent practice to support one "best practice" relative to emergency pay premiums and overtime. Mr. Hagmann reviewed the three rule proposals that were submitted. Staff's proposal recommends that highly compensated executives

no longer be eligible for overtime and that regular exempt employees would become eligible for overtime only after the fifteenth day or the third week of the emergency. Staff also recommends no change to the emergency pay rule. The Chief Administrative Office's (CAO) proposal restricts the overtime rate to straight time earned during an emergency and limits the work day to twelve hours for only department head positions. The Inspector General's proposal for "other compensatory time" would require a rule change and a corresponding pay policy. This proposal would require further investigation because it involves a number of technical issues. Mr. Raymond Burkhart expressed his disagreement with staff's proposal of other exempt employees not becoming eligible until the fifteenth day or the third week of the emergency. He stated that first responders should be compensated at their overtime rates from the first day an emergency is declared and asked that staff and the Commission consider his request. The Commission asked staff to put some of the information together and present options at the next commission meeting.

Item #2b was a request from Glendon Hines to address the Commission regarding working out of his job classification. Ms. Shelly Stolp, Personnel Administrator of Classification and Compensation, informed the Commission that she received a call from Mr. Hines informing her that he had been working out of his job classification. She explained that she spoke with someone at Aviation who confirmed that Mr. Hines had been working as a Painter to help get the airport ready for the Superbowl. She explained that the job classification that is used for the Painter position is at a higher pay rate than Mr. Hines' job classification, Airport Worker Trainee. Ms. Stolp concluded that Mr. Hines was working out of his job classification. Mr. Hines stated that Ms. Stolp said it all and that he had nothing to add. Ms. Courtney Thornton, counsel for the Aviation Board, stated that Aviation had drafted a letter to Ms. Hudson acknowledging Mr. Hines' work out of his job classification and that they are willing to pay him as a Painter for a fourteen month period. Mr. Hines acknowledged seeing the letter, but was concerned because Aviation agreed to pay him for fourteen months and he worked as a Painter for seventeen months. Ms. Thornton stated that she could not commit to the seventeen months, but believed that they could work something out.

Item #3 on the agenda was Recruitment matters. Item #3(a) was an extension of the Police Lieutenant's register in accordance with Rule V, Section 5.3. Director Hudson informed the Commission that staff was requesting an extension of the Police Lieutenant's eligible list for a period of one year. She explained that the list was established on May 26, 2009 and there are currently 25 candidates on the list who are eligible for promotion and four other

candidates who will be eligible for promotion upon completion of a bachelor's degree. She also informed the Commission that a letter was received from the Superintendent of Police, Ronal Serpas. In this letter, Chief Serpas requested that the eligible list not be extended. Director Hudson stated that staff was requesting an extension because Civil Service had not received any funding to give another examination. Mr. Eric Hessler, representing the Police Association of New Orleans (PANO), addressed the Commission recommending that the Commission extend the list for an additional year. Mr. Raymond Burkhart, representing the Fraternal Order of Police (FOP), recommended that the Commission extend the list. Ms. Stephanie Landry, Assistant Superintendent of Police, addressed the Commission stating that the Superintendent wanted to reiterate that 50% of the candidates on the list were promoted and that he has no intention of promoting candidates in the lower bands. Director Hudson informed the Commission that the Police Department has requested approval of provisional Police Sergeants and that they may ask for provisional Police Lieutenants if the eligible list expires. Chairman Wildes asked staff for an estimated dollar amount to fund the Police Lieutenant's exam. Commissioner Glovinsky moved to extend the Police Lieutenant's register for a period of 60 days. The motion was seconded by Commissioner Neveu and was unanimously approved.

Item #3b was an extension of the Fire Apparatus Operator's register in accordance with Rule V, Section 5.3. Director Hudson explained that the request is to extend the Fire Apparatus Operator's register for a period of one year and that the Fire Department as well as the Fire Union are in support of the extension. On motion of Commissioner Glovinsky and seconded by Commissioner Clark, the motion was approved unanimously to extend the register for one year.

Item #3c was Examination Announcements #8806 through #8822. On motion of Commissioner Glovinsky, seconded by Commissioner Clark, the announcements were approved unanimously.

Item #4 on the agenda was the Public Integrity Bureau 60-day extension requests. Mr. Donovan Livaccari, representing FOP, addressed the Commission concerning PIB extension requests. He expressed that the law requires that when an extension is made, the department is to show good cause why they need the extension request. Mr. Raymond Burkhart expressed concern with PIB extension requests being made without evidence to show good cause and asked

that the Commission look into the matter. On motion of Commissioner Glovinsky and seconded by Commissioner Neveu, the Hearing Officer's recommendations on these requests were approved unanimously.

Item #5 on the agenda was Communications. Item #5 (a) was an update on ADP Payroll/Human Resources conversion and outsourcing project. Mr. Allen Square, Chief Information Officer (CIO), addressed the Commission regarding the ADP Payroll conversion project. He stated that the group had just completed the analysis phase and has set a launch date of October 1, 2013. He explained that they are working with NEOGOV on position control and on automating the hiring process. Mr. Norman Foster, Director of Finance, expressed that this project is a big step forward in getting away from the paper age. He explained that time sheets, statements and W-2 forms would be mostly accessed electronically. He also informed the Commission that once the project is underway, the group would like to set up a process with the Commission to address rule changes that may be required. Director Hudson asked Mr. Square to give advance notice when he would like to address the Commission so that he can be placed on the agenda and so that any handouts may be given to the Commissioners in advance.

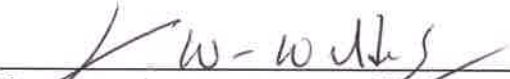
Item #5 (b) was an update from staff on the OIG compensatory time policy. Director Hudson reported that Civil Service had reviewed the material that was received for the OIG and that staff should have something to present at the next meeting. She also informed the Commission that staff will attempt to meet with the OIG staff first.

Item #5 (c) was a report from staff on the relocation of the Civil Service Department. Director Hudson reported that there were a few things related to the move that were unfinished. She reported that staff was still waiting to get some electrical set up in the Recruitment Division. At the present time, extension cords are still being used. She also stated that staff is still waiting to get computers and typing tests up and running and also waiting to have some updates made to the department's web-page.

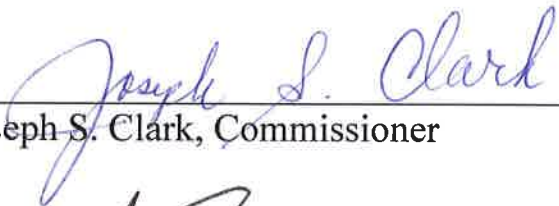
Item #5 (d) was a status update on a request from the Police Association of New Orleans regarding Integrity Control Officers within the Police Department. Director Hudson informed the Commission that staff had received questionnaires from employees. She stated that those questionnaires will be

submitted to the Superintendent and that he would be given a few weeks to review the information and get back to Civil Service with his comments.

Director Hudson noted that there were no other communications to consider. On motion of Commissioner Clark, seconded by Commissioner Neveu, the Commission voted unanimously to adjourn the meeting at 12:32 p.m.



Rev. Kevin W. Wildes, Chairman



Joseph S. Clark, Commissioner



Amy L. Glovinsky, Commissioner



Debra S. Neveu, Commissioner