

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, DECEMBER 15, 2014

The regular monthly meeting of the City Civil Service Commission was held on Monday, December 15, 2014 at 1340 Poydras Street, Suite 964. Ms. Germaine Bartholomew, Personnel Administrator of Management Services, called the roll. Present were Commission Chairman, Michelle D. Craig, Vice-Chairman, Edward P. Cohn, and Commissioners Joseph S. Clark and Ronald P. McClain. The Chairman convened the meeting at 10:03 a.m. Commissioner McClain moved to amend the agenda to add the swearing in of Ms. Tania Tetlow. On second by Chairman Craig, the Commission voted unanimously to add the item to the agenda. Chairman Craig then administered the oath to the new commissioner, Ms. Tania Tetlow, Tulane University's representative. The Commission then proceeded by sounding the Commission's docket. At 10:49 a.m., on motion of Vice-Chairman Cohn and seconded by Commissioner McClain, the Commission voted unanimously to go into executive session to discuss matters taken under advisement and pending litigation. At 11:42 a.m., the Commission completed its executive session and proceeded with the business portion of the meeting. Chairman Craig introduced the new commissioner, Ms. Tania Tetlow, to the audience.

The first item on the agenda was the minutes of the November 17, 2014 meeting and the December 5, 2014 meeting. The minutes were approved unanimously on motion of Commissioner McClain and seconded by Commissioner Cohn.

Item #2(a) on the agenda was a request from the City to introduce an amendment to Rule VIII, section 9 relative to establishing Parental Leave and the Introduction of two amendments to Rule I (Definitions) numbers 35 and 80. Ms. Alexandra Norton informed the Commission that the administration was proposing a parental leave policy that would require changes to some Civil Service Rules. She explained that the policy would allow mothers giving birth to receive eight weeks of paid parental leave. Parental leave would be a new category of leave that would be awarded to eligible employees in addition to their sick and annual leave. She further explained that the husband, registered same sex domestic partner, or biological father of a newborn child would receive two weeks of paternal leave in addition to their sick and annual leave. She requested to replace Rule VIII, Section 9 to accomplish this rule amendment. Further proposed rule amendments include an amendment to Rule I, #35 to add grandmother and grandfather to the definition

of “immediate family,” and to add #80 to Rule I to define “parental leave.” She explained that the Parental Leave Policy that was drafted by the administration is compliant with all federal, medical, civil rights, state and local laws. The policy includes the definition of parental leave, how leave should be recorded, the amount of leave each category would receive, as well as the explanation of safeguards that were built into the policy. Commissioner McClain moved to approve the administration’s request for these rule amendments. Director Hudson informed the Commission that the item was listed as an introduction and that rule amendments usually lie over for a month. Ms. Norton asked if it is a requirement to let the amendments lie over. Ms. Hudson explained that it is not a requirement but that it is a practice and that it gives time to allow the public to become familiar with the amendments and it also gives time for the public to comment on the issue. Ms. Christy Harowski, Deputy City Attorney, informed the Commission that the Law Department reviewed the language and that it is on track with nationwide and FMLA best practices. Ms. Theresa Becher, Law Department employee, addressed the Commission and spoke in favor of these rule changes. With no second to Commissioner McClain’s motion, he again moved to approve the rule amendments. On second by Vice-Chairman Cohn, the motion was approved unanimously.

Item #3 on the agenda was Recruitment and Selection Matters. Item #3(a) was examination announcements #9012 through #9029. On motion of Vice-Chairman Cohn and seconded by Commissioner Tetlow, the announcements were approved unanimously.

Item #4 on the agenda 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 McClain and seconded by Commissioner Tetlow.

Item #5 on the agenda was Communications. Item #5(a) was an update on the status of Fire Fighters Association’s request regarding New Orleans Fire Department employees working out of class. Mr. Robert Hagmann explained that Civil Service is still awaiting the requested data from the Fire Department. Mr. Terrell Hampton, Secretary-Treasurer of the New Orleans Fire Fighters Association Local 632, expressed concern with staff not receiving the data that was requested a year ago. After further discussion, Chairman Craig asked staff to submit a letter to the Fire Superintendent, from the Commission, requesting that this information be submitted within fifteen days. If the information cannot be submitted within 15 days, then the Superintendent should be submit an

explanation. Mr. Andrew Kopplin, Chief Administrative Officer, asked if it would be timely if the Commission could get the information in twenty-one days. Chairman Craig agreed that twenty-one days would be acceptable.

Item #5(b) was a report on the ongoing issues with the ADP system. Director Hudson informed the Commission that staff was continuing to meet with the administration and the Payroll Governance Committee to address staff's issues with ADP. She explained that staff is currently working with the implementation of the \$10.10 raises as well as the pay raises for Police Officers. Ms. Shelly Stolp, Personnel Administrator of Classification and Compensation, informed the Commission that staff learned that they would not be granted access to the audit button. Mr. Roy Guercio, Comptroller with the Finance Department, informed the Commission that he was notified by ADP that staff would be able to view the audit button. He explained that ADP would press the audit button and staff would be able to see the screens. Ms. Stolp expressed that there was also an issue with the effective date for hiring rates for Police Officer classifications. She explained that the Commission approved the hiring rate amendments to the pay plan, effective January 1, 2015 and that these amendments had been changed. Ms. Norton explained that because it is easier in ADP to start a pay increase at the beginning of a pay period, the Council Fiscal staff voted to amend the proposed pay plan to say the pay period that includes January 1. After further discussion on the implementation date for the increases, Commissioner McClain moved to amend the agenda to add an item relative to the commencement of the \$10.10 increase and the Police Officer increase. The motion was seconded by Vice-Chairman Cohn and approved unanimously.

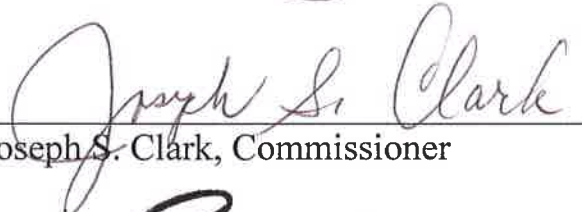
Commissioner McClain then moved to implement the \$10.10 increases effective December 21, 2014 and to implement the Police Officer pay increase effective December 28, 2014. The motion was seconded by Chairman Craig and approved unanimously.


Item #5(c) was a report on Integrity Control Officers within the Police Department. Mr. Robert Hagmann informed the Commission that staff communicated to the Police Superintendent that either the complainants should be assigned job duties consistent with their permanent Civil Service classification or their rank should be reduced, in which case a layoff would have to be invoked. In response to staff's recommendations, the superintendent instituted what he called field supervisor staffing positions. The function of these positions would be to establish senior leadership presence during late

evening and overnight hours. Mr. Hagmann informed the Commission that staff will review the new assignments to determine if they are consistent with their rank and report back to the Commission once a determination has been made.

With no other communications to consider, on motion of Vice-Chairman Cohn and seconded by Commissioner McClain, the Commission voted unanimously to adjourn the meeting at 12:34 p.m.



Michelle D. Craig, Chairman

Joseph S. Clark, Commissioner

Edward P. Cohn, Commissioner

Ronald P. McClain, Commissioner

Tania Tetlow, Commissioner