Revised December 14, 2018

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM PPM) NO. 46

SUBJECT: DOTD Standing Committee on Human Resources (SCHR)

EFFECTIVE DATE: February 1, 2000

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PURPOSE

The DOTD Standing Committee on Human Resources (SCHR) addresses a broad range of Human Resources (HR) issues affecting DOTD and its employees and ensures a consistent agency position on HR issues.

2. SCOPE

The SCHR reviews and makes recommendations to the SCHR Chairperson (Undersecretary, Office of Management and Finance) on personnel and pay policies and other related issues having a broad impact on DOTD and/or its staff.

3. COMMITTEE

A. Composition

The SCHR Chairperson (Undersecretary, Office of Management and Finance) and SCHR Secretary (Human Resources Director) of the committee are permanent members. Additional permanent members include the Chief Engineer or his/her designee, the Assistant Secretary for Operations or his/her designee, the Deputy Undersecretary for the Office of Management and Finance or his/her designee, the Commissioner of Multimodal Commerce or his/her designee, and the Assistant Secretary for the Office of Planning or his/her designee. Additionally, two District Administrators, who will be elected by all District Administrators, will serve a three-year term. Whenever a committee member is unable to attend, the Office Head shall serve as or appoint a proxy who is at a management level within that Office. A quorum of four voting members is required for all meetings.

B. Responsibilities

Items that may be reviewed by the SCHR are listed below.

(1) Policy and Procedure Memorandums (PPMs)

Adoption, substantive revision, and repeal of departmental policies and procedures should be presented to the SCHR for review and recommended

approval.

(2) Reports and Discussion Items

Items that have significant impact to the agency and/or are controversial should be presented to the SCHR for discussion. A review of new supervisory positions created and positions reallocated during the prior months are reported to the SCHR at every meeting. Also, a review of positive or negative trends within the agency regarding personnel management or policy compliance are highlighted at each meeting as necessary to identify successes or needed improvements/corrective action. The Turnover Report and Turnover Analysis Report are presented on a biannual basis at the beginning of each calendar year and following the close of each fiscal year. Additionally, the Special Pay Report (i.e., premium pay, optional pay adjustments, advanced degree payments, etc.) is presented to the SCHR on an annual basis following the close of the fiscal year. Other reports or items of interest may be presented to the SCHR upon request.

4. MEETINGS

Meetings are to be held quarterly on the third Tuesday of the month following the end of each quarter, with additional meetings scheduled at the discretion of the SCHR Chairperson.

An agenda for each meeting will be prepared by the SCHR Secretary. The committee may also invite additional staff to present information pertaining to individual agenda items. When critical time-sensitive requests must be addressed prior to the next scheduled meeting, SCHR members may be asked to consider, comment, and/or vote on such requests via email. The SCHR Chairperson and all other committee members, with the exception of the SCHR Secretary, are voting members. Items are recommended for approval by a simple majority vote. In the event that the SCHR Chairperson overrides a recommendation, committee members may appeal to the DOTD Secretary.

5. DEADLINES

Position papers and other handouts will be disseminated to SCHR members by close of business on Monday, eight (8) days preceding the Tuesday meeting. Exceptions may be made by the SCHR Chairperson on a case-by-case basis.

6. DOCUMENTATION

Following each meeting, the SCHR Secretary will report the actions recommended by the committee in an official memo which will be forwarded to the SCHR Chairperson for final approval. Upon receipt of the signed memo, HR will notify appropriate parties and take action as

necessary. Additionally, HR will maintain all SCHR meeting documents in accordance with the agency's Records Retention Schedule.

Shawn D. Wilson, Ph.D.
Secretary