



Anne Smith Soileau  
Director

**State of Louisiana**  
**DEPARTMENT OF STATE CIVIL SERVICE**  
www.civilservice.la.gov

*Recruiting Tomorrow's Leaders – TODAY*  
We're Making a Difference for Louisiana

ACCOUNTABILITY  
DIVISION  
225.219.9437  
Fax: 225.219.1041  
TDD: 1.800.846.5277  
Toll Free: 1.866.783.5462

November 14, 2008

Mr. Stephen Smith, Vice-President of Administration and Finance  
Southeastern Louisiana University  
SLU 10799  
Hammond, LA 70402

Dear Mr. Smith:

Enclosed is a copy of the Human Resources Program Evaluation Report for Southeastern Louisiana University. This report is being issued by the Accountability Division of the Department of State Civil Service. It contains an overview of your agency's compliance with Civil Service rules and directives, an explanation of our findings, and necessary corrective actions. We thank you for the assistance afforded by your office in the preparation of this report and congratulate you and your HR staff on an outstanding report.

If you have any questions about this report and its contents, please contact Shannon Templet, Accountability Division Administrator, by calling or emailing her at (225) 219-9437 or [Shannon.Templet@la.gov](mailto:Shannon.Templet@la.gov).

Sincerely,

Anne S. Soileau  
Director

AC:ST:se

Enclosure:  
Human Resources Program Evaluation Report

cc: Dr. Randy Moffett, President, University of Louisiana System  
Dr. John Crain, Interim President, Southeastern Louisiana University  
Jessie Roberts, Human Resources Director, Southeastern Louisiana University  
Steve Theriot, CPA, Legislative Auditor

# **HUMAN RESOURCES PROGRAM EVALUATION**

**SOUTHEASTERN LOUISIANA  
UNIVERSITY**

**LOUISIANA DEPARTMENT OF STATE CIVIL SERVICE  
PROGRAM ACCOUNTABILITY DIVISION**

**NOVEMBER 2008**

## **TABLE OF CONTENTS**

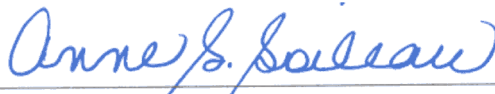
AUTHORITY AND DISTRIBUTION.....	1
INTRODUCTION .....	2
PREVIOUS FINDINGS .....	3
NOTEWORTHY PRACTICES.....	4
ACTION REPORT CARD .....	5
REQUIRED CORRECTIONS.....	6
DETAILS OF DISCREPANCIES .....	7
APPENDIX A – SUPPORTING DOCUMENTS.....	8

**AGENCY RESPONSE FOLLOWS APPENDIX A – SUPPORTING DOCUMENTS**

# **SOUTHEASTERN LOUISIANA UNIVERSITY**

## **HUMAN RESOURCES PROGRAM EVALUATION**

**This report has been prepared under the authority of the  
Accountability Division of the Department of State Civil Service**



---

**Anne S. Soileau – Civil Service Director**

**Jean Jones – Civil Service Deputy Director  
Shannon Templet – Civil Service Accountability Administrator**

**PREPARED BY  
Sherry N. Curvin  
Human Resources Consultant Specialist  
Accountability Division**

**Copies of this Program Evaluation have been submitted to  
Dr. Randy Moffett, President, University of Louisiana System  
Dr. John Crain, Interim President, Southeastern Louisiana University  
Stephen Smith, Vice-President of Administration and Finance, Southeastern  
Louisiana University  
Jessie Roberts, Human Resources Director, Southeastern Louisiana University  
Steve Theriot, CPA, Legislative Auditor  
The State Civil Service Commission**

## INTRODUCTION

This on-site review was conducted July 15, 2008. Information was collected from many sources including interviews with the Human Resources staff, a written questionnaire, a review of ISISHR reports, a review of policies, and an on-site examination of personnel records. Any documentation supporting the facts in our report is available upon request.

In accordance with Louisiana Revised Statute 17:3217, Southeastern Louisiana University (SLU) is organizationally located within the University of Louisiana System (ULS) and as such, must comply with the overall policies of ULS. Southeastern Louisiana University is a four-year state institution of higher education. In addition to its main campus in Hammond, LA, SLU also operates off-site centers in Baton Rouge, Walker, and Mandeville.

This review was limited to the personnel records of Southeastern Louisiana University and did not include the remainder of the University of Louisiana System.

According to system records as of July 15, 2008, SLU had 493 classified employees and 739 unclassified employees.

In conducting this review, we sampled actions that occurred at SLU from September 01, 2007 through May 01, 2008. The actions sampled during our review included seven appointments, four promotions, two details to special duty, two reallocations, two attainment of permanent status actions, two pay actions, and two suspensions. Our review of the human resources practices at SLU during this review period revealed the information noted in this report.

The Department of State Civil Service wishes to thank the Human Resources staff of Southeastern Louisiana University for their assistance and cooperation in the completion of this review. In particular, we would like to thank Ms. Jessie Roberts, Human Resources Director at SLU, for her assistance.

## **PREVIOUS FINDINGS**

We reviewed the previous Full Program Evaluation, dated September 2004, 2005 and 2007 Drop-in Visit letters, and a 2006 Paper Review letter for required corrections that were applicable at the time of this review. During this review, we evaluated the agency's progress in addressing those corrections and recommendations. The results of our previous evaluation findings follow.

### **Required Corrections**

1. **Performance Planning and Review (PPR):** We cited deficiencies in compliance with Performance Planning and Review requirements in the 2004 Full Program Evaluation, and the 2006 Paper Review letter. During this review, we found continued deficiencies in this area.
2. **Minimum Qualification Verification:** We cited deficiencies in the verification of minimum qualifications in the 2004 Full Program Evaluation. During this review, we found continued deficiencies in this area.
3. **Official Position Descriptions (SF-3):** We found deficiencies in the maintenance of official position descriptions in the 2004 Full Program Evaluation and the 2007 Drop-in Visit letter. **During this review, we found no deficiencies in this area.**
4. **ISISHR Entry:** We cited deficiencies in ISISHR entry in the 2004 Full Program Evaluation, the 2006 Paper Review letter and the 2007 Drop-in Visit letter. In our sample, we found continued deficiencies in this area.

### **Recommended Corrections**

1. **Employee Evaluation Policy:** We recommended that SLU amend its employee evaluation policy to include checking PPR documents for Career Progression Groups reallocations, and to document the consideration of PPR ratings in the decision-making process for granting permanent status, promotions, and CPG reallocations. **We commend SLU for implementing this recommendation.**

## **NOTEWORTHY PRACTICES**

The following information provided by the SLU Human Resources Office lists several practices that they have implemented, and feel contribute to an outstanding human resources program.

- SLU uses the Blackboard online training system, normally used to teach university classes, for training its employees. Some of the training classes include:
  - Legal Aspects of Hiring
  - Substance Abuse
  - Violence in the Workplace
  - Orientation for Lecturers
  - Safety Drivers Training
  - Customer Service
- SLU has implemented procedures for Mandatory Training tracking which includes the following:
  - Identifying employees that are required to complete mandatory training.
  - Sending a letter and packet of information to the employee and their supervisor that includes rule information, the deadline for course completion, and a course outline. In addition, the employee must sign a document acknowledging their agreement to complete the courses by the deadline.
  - SLU creates a file for each candidate, which includes their required courses, a copy of the letter sent to them, and the signed agreement.
  - HR informs employees about course schedules, instructs them on how to register, and if necessary, complete the registration form for them.
  - Class attendance is tracked through the CPTP tracking system, and employees are asked to submit a copy of their certificates from each completed class.

## ACTION REPORT CARD

**We congratulate SLU on an outstanding report in which they achieved 100% compliance in 15 of the 20 categories audited and 95% or better total compliance in all 4 major groupings.**

### Civil Service Rule Compliance

<b>Documentation Requested</b>	<b>Number Reviewed</b>	<b>Number Compliant</b>	<b>Percent Compliant</b>
Employee met Minimum Qualifications	15	15	100%
Civil Service Authority for Action	19	19	100%
Civil Service Authority for Pay	17	17	100%
Anniversary Date Calculation	20	20	100%
PPR Planning Timely and According to Rules	26	21	81%
PPR Rating Timely and According to Rules	18	17	94%
<b>Rule Compliance Totals</b>	<b>115</b>	<b>109</b>	<b>95%</b>

### Maintenance of Required Documentation

<b>Documentation Requested</b>	<b>Number Reviewed</b>	<b>Number Compliant</b>	<b>Percent Compliant</b>
Appointing Authority Approval	21	21	100%
Certification for Compliance	19	19	100%
Completed Employment Applications (SF-10's)	14	14	100%
Applicant Flow	10	10	100%
Documentation of Qualification Check	15	14	93%
Vacancy & Pay Policy Postings	7	7	100%
Appointee Score	6	6	100%
Written Justification	4	4	100%
Completed Position Descriptions (SF-3's)	20	20	100%
<b>Documentation Required Totals</b>	<b>116</b>	<b>115</b>	<b>99%</b>

### ISISHR Entry

<b>Entry Items Reviewed</b>	<b>Number Reviewed</b>	<b>Number Correct</b>	<b>Percent Compliant</b>
Action Reason	15	13	87%
Pay Reason	17	17	100%
Anniversary Date	20	20	100%
Contract Type	20	20	100%
Entered within 30 Days of Effective Date	19	17	89%
<b>Entry Items Totals</b>	<b>91</b>	<b>87</b>	<b>96%</b>



## REQUIRED CORRECTIONS

1. We were provided with documentation of a timely planning session that complied with Civil Service Rules for 21 of the 26 planning sessions reviewed. We were not provided documentation of a timely PPR planning session for three appointments (Guzzardo, Lambert, Canale), one promotion (Welter), and one detail to special duty (Williams). **Corrective Action Required:** *SLU must take steps to ensure that rating supervisors meet all Performance Planning and Review requirements, including but not limited to, timely performance planning sessions. Civil Service Rule 10.5 states that a planning session shall be conducted no later than 30 days after the appointment of a new employee, the anniversary date of a current employee, or movement of an employee into a position with a different position number and significantly different duties.*
2. We were provided with documentation of timely PPR ratings that complied with Civil Service Rules for 17 of the 18 ratings reviewed. We were not provided documentation of a timely annual PPR rating for one attainment of permanent status action (Naquin). **Corrective Action Required:** *SLU must take steps to ensure that rating supervisors meet all Performance Planning and Review requirements as described in Civil Service Rule 10.6, which states that the rating session shall take place within the 60 calendar days before or on the employee's anniversary date.*
3. We were provided written documentation of who verified that the employee met the Civil Service requirements for the position for 14 of the 15 actions reviewed. We were not provided this documentation for one detail to special duty action sampled (Williams). **Corrective Action Required:** *While all of the employees sampled appeared to meet the minimum qualifications, SLU must document the identity of the person making minimum qualification verifications. Civil Service directives contained in "Documentation and Reporting Requirements" on the Civil Service website link HR Handbook require that agencies document the person making this determination.*
4. Correct ISISHR action reasons were used for 13 of the 15 action reasons reviewed. There was an incorrect action reason used for two promotions (Dunn, Woodward). In addition, there was untimely entry into ISISHR for one detail to special duty action (Williams), and one reallocation (Morgan). **Corrective Action Required:** *SLU must correctly document the action authority used in accordance with Civil Service directives and the "Documentation and Reporting Requirements" located in the HR Handbook and ensure that actions are reported to Civil Service within 30 days of the effective date of the action as required by Civil Service Rule 15.3(a).*

## DETAILS OF DISCREPANCIES

- **Appointments**

- ◇ N. Guzzardo

- Untimely planning session for appointment. Hire date is 01/17/08, but planning is dated 02/22/08.

- ◇ R. Lambert

- Untimely planning session for appointment. Hire date is 12/02/07, but planning is dated 02/18/08.

- ◇ M. Canale

- Untimely planning session for appointment. Hire date is 01/03/08, but planning is dated 02/20/08.

- **Detail to Special Duty**

- ◇ C. Williams

- Untimely ISISHR entry. Detail date is 01/02/08, but entered into ISISHR 04/21/08.

- **Promotions**

- ◇ R. Dunn

- An incorrect action reason of “promo competitive/ CS certificate” instead of “promotion below competitive level” was used.

- ◇ A. Woodward

- An incorrect action reason of “promo competitive/ CS certificate” instead of “promotion between pay levels” was used.

- **Detail to Special Duty**

- ◇ C. Morgan

- Untimely ISISHR entry. Reallocated 09/24/07, but entered into ISISHR 11/01/07.

- **Attainment of Permanent Status**

- ◇ J. Naquin

- Untimely 2008 regular annual PPR rating. Anniversary date is 1/25, but PPR is dated 02/25/08.

# Appendix A

## Supporting Documents

## LIST OF FILES TO PULL AND REVIEW FOR PROGRAM EVALUATION SOUTHEASTERN LOUISIANA UNIVERSITY

I have selected a number of names, which make up a sample of the various personnel transactions I will be reviewing. Also included beside each personnel activity is a list of supporting documentation that, if applicable, I will also want to review for each incumbent in that personnel sample. If there are no questions, please have all the files and supporting documentation available for review upon my arrival.

**HIRING SAMPLE:** I need to review personnel files along with any recruitment packets containing, if applicable: certificates, vacancy announcements, previous employment reference checks, applicant flow, PPR documents, SF-3's, and any other documentation relating to the hiring.

Name	Pers #	Job Title	Position #	Action Eff Date
Nancy Guzzardo	224344	Accounting Specialist 2	50381176	01/17/08
Michael McGill	225989	Police Captain	158618	03/10/08
Ruth Lambert	211919	Accounting Technician	31407	12/02/07
Debra Dickerson	153124	Laborer	50379088	10/07/07
Michael Canale	88316	Electrician	31335	01/03/08
Mary Kemp	219700	Admin.Coordinator 2	50368254	10/09/07
Atina Wilson	218431	Recreation Aide	50350328	09/12/07

**PROMOTION SAMPLE:** I need to review personnel files along with any recruitment packets containing, if applicable: certificates, vacancy announcements, previous employment reference checks, applicant flow, last official PPR document prior to promotion, PPR planning session completed after promotion, SF-3's, and any other documentation relating to the promotion.

Name	Pers #	Job Title	Position #	Action Eff Date
Regina Dunn	62034	Admin. Coordinator 3	31440	10/07/07
Ann Woodward	141856	Admin. Assistant 1	141856	02/18/08
Erica Welter	130071	Police Sergeant	158617	11/18/07
Mary Imbraguglio	32335	H.R. Analyst A	178153	01/13/08

**DETAIL TO SPECIAL DUTY SAMPLE:** I need to review personnel files, SF-3's, and all PPR documents.

Name	Pers #	Job Title	Position #	Action Eff Date
Kenneth Fletcher	183801	HVAC/ Refrigeration Mechanic	148922	03/23/08
Carolyn Williams	39473	Custodian Supervisor 3	50388596	01/02/08

**REALLOCATION SAMPLE:** I need to review personnel files, SF-3's, and all PPR documents.

Name	Pers #	Job Title	Position #	Action Eff Date
Lionel Bonura	85320	Horticultural Attendant	31221	03/23/08
Cathy Morgan	161194	Admin. Coordinator 3	31400	09/24/07

**ATTAINMENT OF PERM STATUS SAMPLE:** I need to review personnel files, SF-3's, and all PPR documents.

<b>Name</b>	<b>Pers #</b>	<b>Job Title</b>	<b>Position #</b>	<b>Action Eff Date</b>
Jessica Naquin	199313	Accountant 1	158697	04/22/08
Marria Ellzey	55330	Admin. Assistant 1	141845	03/23/08

**PAY ADJUSTMENTS:** I need to review personnel files, SF-3's, and all PPR documents.

<b>Name</b>	<b>Pers #</b>	<b>Job Title</b>	<b>Position #</b>	<b>Action Eff Date</b>
Carl Keith	56843	Electrician Specialist Foreman	31444	05/13/08
Terry Donnow	55394	I/T Equipment Operator 3	125998	01/19/08

**SUSPENSIONS:** I need to review personnel files, SF-3's, PPR documents, and all documents pertaining to the suspension.

<b>Name</b>	<b>Pers #</b>	<b>Job Title</b>	<b>Position #</b>	<b>Action Eff Date</b>
Annie Knighten	70329	Custodian Supervisor 2	133370	(05/27/08)
Darlene Crawford	87840	RN-1	31424	(03/17/08)

## Southeastern Louisiana University Appointment, Detail to Special Duty, and Attainment of Permanent Status Actions Sampled

[illegible]

## Southeastern Louisiana University Promotion, Reallocation, and Suspensions Pending Investigation Actions Sampled

[illegible]

## Sootheastern Louisiana University Pay Actions Sampled

### Merit Increase

Sample	Accurate Pay Calculation	Pay Reason	Policy	Postings	Appt Auth Approval	Certification for Compliance	SF-3	Other Information
T. Donnow	yes	merit increase	n/a	n/a	yes	yes	yes	

### Optional Pay Adjustments

Sample	Accurate Pay Calculation	Pay Reason	Policy	Postings	Appt Auth Approval	Certification for Compliance	SF-3	Other Information
C. Keith	yes	optional pay adjustment	yes	yes	yes	yes	yes	



# Southeastern Louisiana University PPR Documents Sampled

## Probational Appointments

Sample	Hire Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
N. Guzzardo	01/17/08	07/17	n/a	n/a	n/a	02/22/08	NO	n/a	yes
M. McGill	03/10/08	09/10	n/a	n/a	n/a	03/17/08	yes	n/a	yes
R. Lambert	12/02/07	03/24	MR	03/20/08	yes	02/18/08	NO	yes	yes
D. Dickerson	10/07/07	07/02	OUT	05/27/08	yes	10/17/07	yes	yes	yes
M. Canale	01/03/08	05/13	MR	05/12/08	yes	02/20/08	NO	yes	yes

## Temporary Job Appointments

Sample	Hire Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
M. Kemp	10/09/07	04/09	ER	03/28/08	yes	10/25/07	yes	yes	yes

## Temporary Restricted Appointments

Sample	Hire Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
A. Wilson	09/12/07	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

## Details to Special Duty

Sample	Detail Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
K. Fletcher	03/23/08	08/18	MR	07/02/07	yes	06/23/06	yes	yes	yes
C. Williams	01/02/08	12/08	ER	11/09/07	yes	10/09/06	yes	yes	yes

## Post Detail to Special Duty Planning Session

Sample	Detail Date	Plan Date	Doc of Plan Timely	All Expectations Complete
K. Fletcher	03/23/08	04/17/08	yes	yes
C. Williams	01/02/08	NONE	NO	n/a

## Promotions

Sample	Prom Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
R. Dunn	10/07/07	01/14	ER	11/27/06	yes	05/15/06	yes	yes	yes
A. Woodward	02/18/08	01/27	MR	01/25/08	yes	11/28/06	yes	yes	yes
E. Welter	11/18/07	06/11	ER	05/03/07	yes	06/06/06	yes	yes	yes
M. Imbraguglio	01/13/08	08/08	OUT	08/02/07	yes	08/03/06	yes	yes	yes

# Southeastern Louisiana University PPR Documents Sampled Continued

## Post Promotion Planning Session

Sample	Prom Date	Plan Date	Doc of Plan Timely	All Expectations Complete
R. Dunn	10/07/07	10/11/07	yes	yes
A. Woodward	02/18/08	03/18/08	yes	yes
E. Welter	11/18/07	NONE	NO	n/a
M. Imbraguglio	01/13/08	02/12/08	yes	yes

## Reallocations

Sample	Reall Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
L. Bonura	03/23/08	11/14	MR	10/03/07	yes	05/16/07	yes	yes	yes
C. Morgan	09/24/07	03/23	OUT	03/23/07	yes	03/21/06	yes	yes	yes

## Attainment of Permanent Status

Sample	Hire Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
J. Naquin	07/25/06	01/25	MR	02/25/08	NO	01/26/07	yes	yes	yes
M. Ellzey	04/10/05	04/16	ER	04/16/07	yes	05/09/06	yes	yes	yes

## Merit Increase

Sample	Payment Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
T. Donnow	01/19/08	01/19	ER	12/17/07	yes	12/04/06	yes	yes	yes

## Optional Pay Adjustments

Sample	Payment Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
C. Keith	05/13/08	03/19	OUT	02/18/08	yes	02/09/07	yes	yes	yes

## Suspensions Pending Investigation

Sample	Suspen Date	A-Date	Rating	Rate Date	Doc of Rate Timely	Plan Date	Doc of Plan Timely	All Factors Rated	All Expectations Complete
A. Knighten	05/27/08	02/17	ER	02/07/08	yes	02/12/07	yes	yes	yes
D. Crawford	03/17/08	02/18	MR	02/15/08	yes	03/15/07	yes	yes	yes

# **AGENCY RESPONSE**



Anne Smith Soileau  
Director

**State of Louisiana**  
**DEPARTMENT OF STATE CIVIL SERVICE**

[www.civilservice.la.gov](http://www.civilservice.la.gov)

***Recruiting Tomorrow's Leaders – TODAY***

**We're Making a Difference for Louisiana**

ACCOUNTABILITY

DIVISION

225.219.9437

Fax: 225.219.1041

TDD: 1.800.846.5277

Toll Free: 1.866.783.5462

November 13, 2008

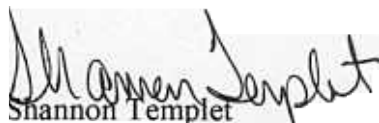
Jessie Roberts, Human Resources Director  
Southeastern Louisiana University  
SLU 10799  
Hammond, LA 70402

✍ Dear Ms. Roberts:

Thank you for your response to our Human Resources Full Evaluation Report on your agency. You are to be commended for addressing the required corrections noted in our report. Your response will be attached to and made part of our official report.

You will soon receive a final copy of the report by electronic notification. The report will be presented to the Civil Service Commission at their public meeting on December 10, 2008. Please feel free to contact Samantha Franks, your Civil Service Program Assistance Coordinator, at (225) 342-8279 if you need assistance with human resources in the future.

Sincerely,



Shannon Templet

Program Accountability Division Administrator

AC:ST:se

cc: Mr. Stephen Smith, Vice President of Administration and Finance, SLU



November 10, 2008

Shannon Templet  
Program Accountability Division Administrator  
Department of State Civil Service  
P.O. Box 94111  
Baton Rouge, LA 70804

Dear Ms. Templet

Thank you for sharing your preliminary report with us. Below are the corrective actions that will be taken.

- 1. Required Correction - SLU must take steps to ensure that rating supervisors meet all Performance Planning and Review Requirements, including but not limited to, timely performance planning sessions. Civil Service Rule 10.5 states that a planning session shall be conducted no later than 30 days after the appointment of a new employee, the anniversary date of a current employee, or movement of an employee into a position with a different position number and significantly different duties.**

Concur. Southeastern had five PPR planning documents that were completed after the 30 day time limit. We will make a concerted effort to ensure that PPR planning documents are completed within the 30 day time limit, by requiring the supervisor to submit a copy of the 1<sup>st</sup> page of the planning document to the Human Resources Office within 3 weeks of the hire date. Preparing timely PPR planning documents will also be stressed in our PPR Training classes. When the employee is hired the Human Resources Office already sends the supervisor a reminder to complete the planning document.

- 2. Required Correction – SLU must take steps to ensure that rating supervisors meet all Performance Planning and Requirements as described in Civil Service Rule 10.6, which state s the rating session shall take place within the 60 calendar days before or on the employee’s anniversary date.**

Concur. Southeastern had one late PPR Review Rating. Effective November 5, 2008, Southeastern will make a concerted effort to ensure that PPR reviews are completed within the 60 day window by requiring supervisors to submit a copy of the PPR review document to the Human Resources Office two weeks before the anniversary date. This will allow time for Human Resources to contact the appropriate vice president over that area to ensure the rating is completed timely. Preparing timely PPR review documents will also be stressed in our PPR Training classes. When a new employee is hired the Human Resources Office already sends the hiring manager a notice of when the PPR rating should be conducted and also sends a reminder just before the 60 day window begins. By requiring the PPR to be submitted to HR two weeks early we hope to eliminate late reviews.

3. **Required Correction – While all of the employees sampled appeared to meet the minimum qualifications, SLU must document the identity of the person making minimum qualification verifications. Civil Service directives contained in “Documentation and Reporting Requirements” on the Civil Service website link HR Handbook require that agencies document the person making this determination.**

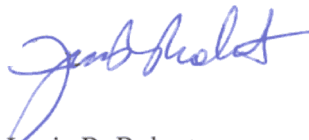
Southeastern had one (1) SF10 application form that the HR Analyst failed to note on the application itself that grades had been verified and the applicant qualified for the position by listing her initials. However, the applicant did qualify for the position. Human Resources is now using PeopleAdmin as our applicant tracking system. When an application is reviewed and released to the hiring department as a qualified applicant, a note is placed in the notes and history on that applicant’s record stating the applicant is qualified and test scores have been verified. There is a built in electronic audit trail which shows who made the note and the date.

4. **Required Correction – SLU must correctly document the action authority used in accordance with Civil Service directives and the “Documentation and Reporting Requirements” located in the HR Handbook and ensure that actions are reported to Civil Service within 30 days of the effective date of the action as required by Civil Service Rule 15.3 (a).**

Concur. Southeastern used two (2) incorrect action reasons when keying data into the ISIS HR system. We used “Promo competitive/CS certificate”. We agree that we should have used “Promotion below competitive level” for one and “Promotion between pay levels” for the other. We also had one reallocation that was keyed into ISIS seven days late. We will continue to try to use correct action reasons and to report actions within the 30 day window.

As always we appreciate the assistance provided by you and your staff.

Sincerely,



Jessie R. Roberts  
Human Resources Director

Cc Mr. Stephen Smith  
Dr. John Crain



Anne Smith Soileau  
Director

**State of Louisiana**  
**DEPARTMENT OF STATE CIVIL SERVICE**  
www.civilservice.la.gov

***Recruiting Tomorrow's Leaders – TODAY***  
We're Making a Difference for Louisiana

ACCOUNTABILITY  
DIVISION  
225.219.9437  
Fax: 225.219.1041  
TDD: 1.800.846.5277  
Toll Free: 1.866.783.5462

October 27, 2008

Mr. Stephen Smith, Vice-President of Administration and Finance  
Southeastern Louisiana University  
SLU 10799  
Hammond, LA 70402

Dear Mr. Smith:

Attached is a draft of our Human Resources Program Evaluation report for Southeastern Louisiana University. This report will not be issued in final form until we have allowed you an opportunity to review it and respond. Please respond by close of business November 17, 2008. During the exit interview a Program Assistance contact and information concerning what needs to be included in your response was provided. We will consider your response which will be attached to the final published report and make alterations to the report contents if warranted.

We thank you for the assistance afforded by your office in the preparation of this report and congratulate you and your HR staff on an outstanding report. Should you have questions concerning the report or require further details concerning the specific documents and actions reviewed, please contact me at (225) 219-9437 or Shannon.Templet@la.gov.

Sincerely,

Shannon Templet  
Program Accountability Division Administrator

AC:ST:se

Enclosure:  
Human Resources Program Evaluation Draft

cc: Jessie Roberts, Human Resources Director, Southeastern Louisiana University