

STATE AS A MODEL EMPLOYER (SAME) STRATEGIC PLAN



DOTD Human Resources

**Effective January 2020
Through December 2020**

OVERVIEW OF STATE AS A MODEL TASK FORCE REPORT

EXECUTIVE SUMMARY

¹ In March 2018, Louisiana set a goal to serve as a “model employer for business by a commitment to improve hiring, recruitment, and retention of people with disabilities” through an Executive Order signed by Governor John Bel Edwards. The convening of a State As a Model Employer (SAME) Task Force and this Task Force report are the first steps in launching this important initiative that will enhance the diversity of the public workforce, lead the business community, and highlight the State’s position as a leader in the protection of civil rights for individuals living with disabilities. The Task Force report includes a series of recommendations and policies that will support the State in achieving the goals of the Executive Order and encourage State agencies as they seek to expand the diversity of their workforce.

EXECUTIVE ORDER JBE 18-08

² STRATEGIES AND POLICIES TO IMPLEMENT AND MEET INITIATIVE

- A. Designate a staff person within 30 days of this order who will be responsible for overseeing the development, implementation, monitoring, and evaluation of effective strategies to attract, engage, and advance people with disabilities;
- B. Implement strategies for employment of people with the most significant disabilities, including utilizing the state’s supported employment program, customized employment strategies, and civil service testing exemptions, when appropriate, and in accordance with standards established by the Department of Civil Service;
- C. Increase awareness of the state’s disability employment supports and services and utilize the resources, services, and funding available through Louisiana Rehabilitation Services and Louisiana Workforce Commission to provide opportunities for work-based learning experiences, internships and trainings to high school and college students with disabilities including youth with significant disabilities;
- D. Ensure continued development and implementation of policies, strategies, and services to ensure successful implementation of this Order; and
- E. Submit a plan by October 31, 2018, and annually thereafter, to the Task Force that describes the strategies and policies adopted to meet the goals of this Order, and specifically addresses progress and outcomes in responsibilities detailed in items A, B, and C of this section.

AN EQUAL OPPORTUNITY EMPLOYER

³It is the policy of the Louisiana Department of Transportation and Development (DOTD) to provide equal employment opportunities to all employees and applicants for employment. Equal opportunity will be offered regardless of race, sex, religion, color, national origin, age, disability, or any other non-merit factor, and it applies to all employment

practices, including recruitment, employment, retention, compensation, benefits, training, promotions, transfers, assignments, recognition, disciplinary actions, layoffs, and other terminations.

¹ *This excerpt is from the State As a Model Employer (SAME) Task Force Report. It was published by the Office of the Governor on August 1, 2018.*

² *This excerpt is from Executive Order JBE 18-08, Section 5.*

³ *This statement was derived from the Louisiana Department of Transportation and Development's Equal Employment Opportunity policy.*

REVIEW OF DOTD GOAL ACHIEVEMENT FOR 2019

1. The DOTD Human Resources Office was informed by four LRS eligible clients that they applied to our vacancies. However, DOTD received no official Louisiana Rehabilitation Services (LRS) referrals. DOTD sent email correspondence and conducted meetings with its LRS single point of contact to confirm the process of submitting LRS eligibility letters, request updates about LRS resources, and identify the accurate number of referred LRS eligible clients.
2. The DOTD Human Resources Office elected two representatives, Human Resources Manager and Employee Relations Specialist, to attend the Windmills Training on September 17 – 18, 2019. The Windmills Training was an instructor-led training to provide agency representatives with a tool kit of employment exercises and activities for individuals with disabilities. The DOTD Human Resources Office will publicize the CPTP Disability Awareness and Etiquette web-based courses in the 2019 November DOTD HR Newsletter to ensure all employees are informed and have access to the training resources.
3. DOTD partnered with Baton Rouge Community College's (BRCC) Program for Successful Employment (PSE). DOTD provided paid internships for two PSE students from January – December 2019. The students worked in the Public Information/Customer Service and Enterprise Support Services sections.
4. The DOTD HR Recruiter attended the 2019 Louisiana SHRM Diversity & Inclusion Summit on February 8, 2019 and the Statewide Independent Living Council (SILC) Inclusion and Job Resource Fair on October 24, 2019 in New Orleans, LA.
5. The DOTD Employee Relations Specialist continued to provide access, publicize information, and supply recommendations for accommodating employees with disabilities. DOTD provided one reasonable accommodation for an employee with disabilities in 2019.
6. The DOTD Human Resources Office updated the Equal Employer Opportunity Data form to include the revised EEO verbiage and to identify employees with a disability. This voluntary form for new hires is completed at the pre-employment meetings. Also, the following standardized EEO verbiage is included on all DOTD job postings.
 - a. "The Louisiana Department of Transportation and Development (DOTD) is an equal employment opportunity employer and serves as a model employer for individuals with disabilities. DOTD does not discriminate in employment on

the basis of race, color, religion, sex, national origin, political affiliation, disability, age, or pregnancy, and prohibits harassment of any type.”

- 7. DOTD publicized its 2019 DOTD SAME Strategic Plan by making it accessible on the DOTD intranet and internet. DOTD employees and external customers are able to access the plan in various formats: online, print, and audio.**
- 8. The DOTD SAME Task Force conducted quarterly meetings to discuss achievements and ongoing goals. These meetings took place on March 25th, July 11th, and October 10th. The 4th quarter meeting will be conducted in January 2020.**
- 9. The DOTD HR Director requested DOTD administrators to encourage their employees to participate in the 2019 State As a Model Employer Task Force Survey. 932 DOTD employees completed the survey; 162 DOTD employees identified as having a disability. Therefore, 3.9% of employees surveyed reported as having a disability.**

DOTD GOALS AND STRATEGIES FOR SAME INITIATIVE IN 2020

- 1. DOTD will continue its commitment to working with the Louisiana Rehabilitation Services' (LRS) single point of contact. DOTD will continue to track LRS eligible clients who are referred to and/or employed at DOTD.**
- 2. The DOTD Human Resources Office will continue its commitment to provide training opportunities for Hiring Managers, Human Resources personnel, and agency employees statewide.**
 - a. The DOTD HR Trainer will publicize and provide accessibility for CPTP Disability Awareness and Etiquette web-based courses.**
 - b. The DOTD Employee Relations Specialist will develop and facilitate a condensed version of the Windmills Training, on an as needed basis.**
 - c. DOTD will determine if the CPTP Disability Awareness and Etiquette web-based courses will be mandatory for some or all employees.**
- 3. DOTD will request to extend the partnership with Baton Rouge Community College's (BRCC) Program for Successful Employment (PSE). At least two students will be employed for the spring, summer, and fall 2020 semesters.**
- 4. The DOTD HR Recruiter will continue to seek opportunities to expand and diversify recruitment. DOTD will participate in at least two Statewide Independent Living Council (SILC) Inclusion and Job Resource fairs in October 2020.**
- 5. DOTD will continue its commitment to providing reasonable accommodations to employees with disabilities, as defined by ADA.**
- 6. The DOTD Human Resources Office will provide diversified access to the 2020 DOTD SAME Strategic Plan. The plan will be uploaded to the DOTD intranet and internet. The DOTD Human Resources Office will continue to use the EEO verbiage on the Equal Employer Opportunity Data form, job postings, and DOTD website.**
- 7. DOTD will increase awareness of the 2020 State As a Model Employer Task Force Survey to encourage greater employee participation. DOTD is committed to utilizing survey data provided by the Task Force to track and monitor progress as a benchmark.**
- 8. DOTD will continue its commitment to meeting quarterly with internal and external stakeholders to discuss efforts, challenges, and successes for the DOTD SAME initiative.**

CONCLUSION

The Louisiana Department of Transportation and Development has adopted the charge to execute this initiative. DOTD Human Resources is committed to enhancing the diversity of the agency to include opportunities for individuals with disabilities. For more information about the DOTD SAME Strategic Plan, please contact DOTD Human Resources Director at (225)379-1259.

DOTD Human Resources Mission:

To provide Human Resources services and programs that enable DOTD to attract, develop, and retain a productive and diverse workplace.

LADOTD Vision:

To move Louisiana onward by delivering a safe and innovative multimodal transportation and infrastructure system.



Louisiana State As a Model Employer Survey Data September 30, 2019

	2018		2019		Participating State Agencies	2018		2019	
	Employees=		Employees=			Employees=		Employees=	
DOTD	859	20.7%	932	22.6%	36395	28.2%	9281	26.3%	35330
Participants	172	4.1%	162	3.9%	10255	5.5%	1953	5.5%	1953
Yes - Disability	52	1.3%	35	0.8%	506	1.4%	459	1.3%	459
Physical	5	0.1%	10	0.2%	50	0.1%	67	0.2%	67
Intellectual	39	0.9%	38	0.9%	636	1.7%	620	1.8%	620
Behavioral	22	0.5%	26	0.6%	222	0.6%	250	0.7%	250
Sensory	81	2.0%	76	1.8%	849	2.3%	861	2.4%	861
Disease	11	0.3%	7	0.2%	126	0.3%	95	0.3%	95
doesn't want to report disability type									
affects A Great Deal			5	0.1%			64	0.2%	
affects A Lot			2	0.0%			129	0.4%	
affects A Moderate Amount			40	1.0%			434	1.2%	
affects A Little			55	1.3%			684	1.9%	
affects None At All			60	1.5%			607	1.7%	
SSDI yes			20	0.5%			362	1.0%	
SSDI no			82	2.0%			923	2.6%	
SSDI unsure			60	1.5%			640	1.8%	
No - Disability	632	15.2%	718	17.4%	7703	21.2%	6879	19.5%	6879
Does not want to disclose	55	1.3%	52	1.3%		1.5%	449	1.3%	

Percentages are based on the total number of employees reported by the agency/agencies.

The sum of the numbers listed in the categories of disabilities may be greater than the number listed in the Yes-Disability category due to respondents listing more than one disability category.

State Agencies included Office of the Governor, Division of Administration, Board of Regents, Children & Family Services, Coastal Protection and Restoration Authority, Culture, Recreation & Tourism, Economic Development, Louisiana Dept. of Education, Environmental Quality, Department of Health, Gov. Office Homeland Security & Emergency Preparedness, Insurance, Louisiana Workforce Commission, Natural Resources, Office of Financial Institutions, Dept. of Public Safety & Corrections, Louisiana Dept. of Revenue, Secretary of State, State Civil Service, Dept. of Transportation & Development, Louisiana Dept. of Veterans Affairs, Wildlife & Fisheries and Louisiana Community & Technical College System.