

STATE AS A MODEL EMPLOYER (SAME) STRATEGIC PLAN



DOTD Human Resources

**Effective January 2021
Through December 2021**

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 2020

1. The DOTD Human Resources Office has maintained communication with the Louisiana Rehabilitation Services' (LRS) single point of contact and received one official LRS eligible client referral. DOTD currently has two LRS clients employed.
2. The DOTD Human Resources Office publicized the CPTP Disability Awareness and Etiquette web-based courses on the DOTD intranet bulletin board to ensure employees were informed of these available training resources and encouraged employees to complete the training. The HR Employee Relations Specialist developed a condensed version of the Windmills Training which will be presented to the Human Resources management team in November 2020.
3. DOTD continued its partnership with Baton Rouge Community College's (BRCC) Program for Successful Employment (PSE). Two PSE students were employed by DOTD from January – May 2020. The students worked in the Public Information/Customer Service and Enterprise Support Services sections. One of the students has expressed interest in continuing employment with DOTD and has applied to competitive vacancy announcements for full-time classified positions.
4. The DOTD HR Recruiter attended the 2020 Louisiana SHRM Diversity & Inclusion Summit on January 31, 2020. The Statewide Independent Living Council (SILC) Inclusion and Job Resource Fairs that the Recruiter was scheduled to attend were postponed until 2021 due to the COVID-19 pandemic. DOTD was one of three pilot agencies which participated in the VOICE Technical Assistance SAME project and was assisted by subject matter expert Rachel Pollock in making connections with valuable community partners that can be a source of candidates for the agency.
5. The DOTD HR 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 a disability.
6. DOTD publicized its 2020 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.
7. The DOTD Human Resources Office created a Personal Data Form which incorporates the information previously captured on the Equal Employer Opportunity Data form. The new form is mandatory for all new hires, includes EEO verbiage and contains a voluntary

EEO section with an option for employees to identify any disabilities. The standard EEO verbiage below is used on all DOTD job postings and social media platforms.

- 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.”**

- 8. The DOTD HR Director requested all employees to participate in the 2020 State As a Model Employer Survey as well as requested administrators to share the survey and provide access to a shared computer for employees without a work e-mail account. 775 DOTD employees completed the survey; 140 DOTD employees identified as having a disability. 18.9% of DOTD employees completed the survey; however, this reveals that at least 3.4% of all employees reported having a disability.**

- 9. The DOTD SAME Task Force conducted quarterly meetings to discuss achievements and ongoing goals. These meetings took place on January 17, July 1, and October 29. The second quarter meeting was originally scheduled for April 17, but was cancelled due to the COVID-19 pandemic.**

DOTD GOALS AND STRATEGIES FOR SAME INITIATIVE IN 2021

- 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. DOTD will meet with the LRS single point of contact bi-annually to track the progress of referrals and overall partnership.**
- 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.**
- 3. DOTD will request to extend the partnership with Baton Rouge Community College's (BRCC) Program for Successful Employment (PSE). Current COVID-19 restrictions have reduced the number of PSE students participating in the in-person learning environment; however, at least one student will be employed for the spring, summer, and fall 2021 semesters, if possible.**
- 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 2021. The DOTD HR Recruiter will also attend the Louisiana SHRM Diversity & Inclusion Council Summit, when scheduled. Our social media presence will be used to spotlight our diverse workforce and attract a diverse applicant pool.**
- 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 2021 DOTD SAME Strategic Plan. The plan will be uploaded to the DOTD intranet and internet. The DOTD Human Resources Office will continue to use EEO verbiage on the Personal Data form, job postings, social media platforms and the DOTD website.**
- 7. DOTD will increase awareness of the 2021 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 as a benchmark to track and monitor progress.**

- 8. The DOTD Human Resources Office will communicate to the Facilities Maintenance Section feedback received from the 2020 State As a Model Employer Task Force Survey so they may assess opportunities to enhance building accessibility and increase signage.**
- 9. 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 deliver a safe and reliable
infrastructure system that enhances
mobility, economic opportunity, and public confidence.**

