

**State of Louisiana**  
**Department of Revenue**

**JOHN BEL EDWARDS**  
Governor



**KIMBERLY LEWIS ROBINSON**  
Secretary

Louisiana Department of Revenue  
SAME Agency Plan 2020  
October 31, 2019

On March 19, 2018, Governor John Bel Edwards issued Executive Order Number 18-08 establishing the State as a Model Employer (SAME) Task Force to study and provide recommendations to the goal of increasing employment of people with disabilities by state agencies. This Executive Order also directed each state agency that reports to the Governor to do the following:

- A. Designate a staff person responsible for overseeing the agency's initiatives relative to the order,
- B. Implement strategies for employment of people with disabilities,
- C. Increase awareness of the state's disability supports and services through Louisiana Rehabilitation Services (LRS),
- D. Ensure continued development and implementation of policies, strategies and services, and
- E. Submit a plan by October 31, 2019 describing strategies and policies adopted by the agency, as well as progress in implementing items A, B and C.

In accordance with the Executive Order, the Louisiana Department of Revenue (LDR) has created the following plan to develop policies and strategies aimed at increasing and retaining employment of people with disabilities within LDR and our ancillary agencies, Office of Charitable Gaming, Louisiana Tax Free Shopping and the Office of Alcohol and Tobacco.

The SAME Task Force report established the goal of 7% of each agency's workforce be comprised of persons living with a disability. In order to determine LDR's current number of employees with disabilities, agency employees participated in a survey requesting state employees to self-report whether they have a disability. The summarized survey report for LDR states 11.2% of employees responding to the survey have a disability. The initiatives below were developed to ensure that LDR will meet the task force goal as well as improve our ability to recruit and retain the best employees for the state of Louisiana, including those living with disabilities.

- I. Completion of Items Defined in Section 5: A, B, and C of the Executive Order
  - a. Brandi Conway, Human Resources Manager, has been designated as the agency staff person responsible for initiatives relative to the Order;
  - b. LDR initiated implementation of several strategies for increasing employment of people with disabilities outlined in section II of this plan; and

*Contributing to a better quality of life.*

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- c. The agency designee and HR staff partnered with LRS staff to begin identifying available support and services and developed methods for increasing awareness of these programs as outlined in section II of this plan.
- II. LDR Initiatives implemented to Increase Employment of People with Disabilities
- a. Recruitment
    - i. Included "Louisiana is a State as a Model Employer for People with Disabilities" in all job postings effective October 22, 2018;
    - ii. Identified and met with LRS designated Point of Contact to identify resources and services that may assist LDR in recruitment efforts targeting people with disabilities effective October 9, 2018;
    - iii. Provided LRS contact with notification emails of current job postings effective October 22, 2018;
    - iv. Identified and attended one or more recruitment events targeting people with disabilities in the Baton Rouge region by October 30, 2019.
  - b. Retention
    - i. Provided information regarding LRS resources and services, as well as other resources for accommodations, to employees HR identifies as potentially needing accommodation with the goal of retaining employees in active employment by April 30, 2019.
    - ii. Placed information on agency intranet regarding pertinent employment policies, particularly those prohibiting employment discrimination/harassment, and contact information to ask questions regarding those policies, report complaints and request accommodations.
    - iii. Added the CPTP courses *Disability Awareness* and *Disability Etiquette* to the Annual Mandatory Learning Requirements Course list effective June 6, 2019.
- III. LDR Initiatives to Implement for 2020
- a. Recruitment
    - i. Identify and meet with contacts at secondary education institutions to identify ways to increase recruitment contacts with students with disabilities through tools such as student positions, internships, and job boards by January 1, 2020;
    - ii. Develop and implement training for hiring managers regarding skills and resources for interviewing people with disabilities by April 30, 2020;
    - iii. Coordinate with LRS designated Point of Contact to recruit LRS Clients for potential RUSH employment by November 15, 2019 for the RUSH 2020 season.
  - b. Retention
    - i. Provide a "Message from the Secretary" in the form of a Memorandum to be distributed Agency Wide regarding the SAME Initiative and why we're doing this by October 1, 2020;
    - ii. Provide training to all managers regarding working with people with disabilities from the Windmills Training by October 30, 2020.

Human Resources will continue to develop and implement these strategies throughout the plan year to ensure that LDR is progressing toward the goal of being a Model Employer for people with disabilities.

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

Revenue	2018		2019		Participating State Agencies	2018		2019	
	Employees=	727	Employees=	726		Employees=	36395	Employees=	35330
Participants	305	42.0%	495	68.2%	Participants	10255	28.2%	9281	26.3%
Yes - Disability	46	6.3%	81	11.2%	Yes - Disability	2000	5.5%	1953	5.5%
Physical	10	1.4%	9	1.2%	Physical	506	1.4%	459	1.3%
Intellectual	2	0.3%	2	0.3%	Intellectual	50	0.1%	67	0.2%
Behavioral	14	1.9%	1	0.1%	Behavioral	636	1.7%	620	1.8%
Sensory	5	0.7%	9	1.2%	Sensory	222	0.6%	250	0.7%
Disease	18	2.5%	45	6.2%	Disease	849	2.3%	861	2.4%
doesn't want to report disability type	2	0.3%	4	0.6%	doesn't want to report type	126	0.3%	95	0.3%
affects A Great Deal			1	0.1%	affects A Great Deal			64	0.2%
affects A Lot			2	0.3%	affects A Lot			129	0.4%
affects A Moderate Amount			16	2.2%	affects Moderate Amt			434	1.2%
affects A Little			30	4.1%	affects A Little			684	1.9%
affects None At All			32	4.4%	affects None At All			607	1.7%
SSDI yes			13	1.8%	SSDI yes			362	1.0%
SSDI no			39	5.4%	SSDI no			923	2.6%
SSDI unsure			29	4.0%	SSDI unsure			640	1.8%
<b>No - Disability</b>	<b>238</b>	<b>32.7%</b>	<b>380</b>	<b>52.3%</b>	<b>No - Disability</b>	<b>7703</b>	<b>21.2%</b>	<b>6879</b>	<b>19.5%</b>
Does not want to disclose	21	2.9%	34	4.7%	Does not want to disclose	552	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.