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MEMORANDUM

DATE: 10/24/2019

TO: BAMBI POLOTZOLA

FROM: SAMANTHA HARRIS

SUBJECT: 2019 UPDATE TO THE 2019-2024 STATE CIVIL SERVICE-SAME PLAN

Dear Bambi,

State Civil Service is committed to providing a work environment that values diversity and inclusion. In 2018, we submitted a plan outlining our goals as an agency for the next 5 years (2019-2024). We have been successful in implementing some of our goals and training initiatives over this past year. For example, we now include a statement on all of our job postings to make potential candidates aware that we support the “State as a Model Employer for People with Disabilities”.

While we have been successful in achieving some of our goals and initiatives, we recognize that we still have room for growth. We will strive to continue to work on meeting all of our objectives over the next 5 years, and we will continue to review these to determine if revisions and/or additional objectives should be included.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Samantha Harris, HR Director



STATE CIVIL SERVICE

State as a Model Employer (SAME) Five-Year Agency Plan 2019-2024

PURPOSE

According to the 2017 Annual Disabilities Statistics Compendium, 30% of people with disabilities in Louisiana live in poverty as compared to 16% of people without disabilities. Further, only 33% of people with disabilities are in the workforce as compared to 72% of individuals without disabilities. Executive Order JBE 18-08 recognizes that the State of Louisiana has a vested interest in reducing discrimination against people living with a disability, eliminating barriers to meaningful employment and attracting the highest candidates into state employment opportunities. Accordingly, the Executive Order declared that the state should serve as a model employer for business by a commitment to improve hiring, recruitment and retention of individuals with disabilities, with the goal that 7% of the state work force be comprised of persons living with a disability.

AGENCY PLAN

State Civil Service is committed to providing a work environment that values diversity and inclusion among all employees, as well as offering equal employment opportunities to qualified individuals regardless of race, color, national origin, religion, sexual orientation, marital status, age, veteran status, disability or other non-merit criteria.

All State Civil Service employees are expected to treat every individual in a courteous and respectful manner, and to make employment decisions that are in the best interest of the agency and the citizens of Louisiana. This includes recruiting, hiring, retaining, and promoting individuals with disabilities who are capable of performing the essential duties of a position either with or without accommodations.

To accomplish these goals, the following steps will be taken.

1. The Human Resources Director will serve as the agency point of contact for initiatives under the Executive Order.
2. The agency will maintain a relationship with the Louisiana Rehabilitation Services' (LRS) point of contact on the SAME Task Force. Through this partnership, the agency will relay information on available positions at State Civil Service and ascertain the availability of potential candidates at LRS.
3. State Civil Service will include "Louisiana is a State as a Model Employer for People with Disabilities" in all job postings for the agency.
4. A State Civil Service representative will strive to attend recruitment events targeting individuals with disabilities throughout the year.

5. State Civil Service will identify and meet with contacts at secondary education institutions to identify ways to increase recruitment contact with students with disabilities through tools such as student positions, internships, and job boards.
6. The Human Resources Director will review, update and submit this plan to the SAME Task Force by October 31 of every year.

TRAINING INITIATIVES

State Civil Service is dedicated to providing training initiatives to all employees in regards to hiring, retaining, and working with individuals with disabilities. These training initiatives include but are not limited to:

- a. Provide training for all employees regarding disability awareness and disability etiquette with additional training for supervisors and Human Resources pertaining to workplace accommodations, workplace rights, and interviewing people with disabilities.
- b. Human Resources will publicize free training and educational materials regarding the right to reasonable accommodations in the workplace for individuals with disabilities as available.
- c. Human Resources and the General Counsel will serve as a resource regarding Americans with Disabilities Act (ADA) accommodations, workplace etiquette, identifying potential discrimination or harassment, etc.

FOLLOW-UP

Human Resources will continue to develop and implement strategies throughout the plan year to ensure that State Civil Service remains a leader in the SAME initiative for individuals with disabilities.

The SAME Agency plan will be posted on the Intranet and accessible to all State Civil Service employees.

State Civil Service reserves the right to revise and customize components of this 5 Year Plan. Revisions will be submitted to the SAME Task Force.



Byron P. Decoteau, Jr.
Director