

**Department of Natural Resources (DNR)
STATE AS A MODEL EMPLOYER (SAME) AGENCY PLAN**

For Calendar Year 1/1/2020 – 12/31/2020

I. OVERVIEW

DNR is committed to the achievement of an inclusive work environment in which all individuals – including those with disabilities – are treated fairly and respectfully with equal access to opportunities and resources offered by the Department.

In compliance with Executive Order JBE No. 18-08, State as a Model Employer (SAME) Task Force, the Department of Natural Resources (DNR):

- A. Designated the DNR Human Resources Director as the Agency Designee responsible for overseeing the development, implementation, monitoring and evaluation of effective strategies to attract, engage and advance people with disabilities;
- B. Developed strategies, as further outlined herein, aimed at employment of people with disabilities;
- C. Developed initiatives, as further outlined herein, aimed at increasing awareness of the state’s disability employment supports and services and utilization of the resources, services and funding available through Louisiana Rehabilitation Services and Louisiana Workforce Commission;
- D. Will assess the identified strategies and initiatives for purposes of ensuring successful implementation of the Order; and,
- E. Will annually update and submit this agency plan to the SAME Task Force by October 31 of each year.

II. PROGRESS AND OUTCOMES FOR CALENDAR YEAR 2019 PLAN

Below is an overview of the various strategies and initiatives identified in DNR’s Agency Plan for Calendar Year 2019 and the associated progress/outcomes as to such:

<i>Strategies for Employment of Individuals with Disabilities</i>		
No.	Strategy	Progress/Outcome
1.	Policy Revisions, to include: <ul style="list-style-type: none"> a. By 9/30/2019, revise DNR’s HR Policy No. 32, Americans with Disabilities Act, to specifically designate the individual responsible for serving as ADA coordinator and the procedure by which any requests for reasonable accommodation by applicants/employees may be submitted. 	<ul style="list-style-type: none"> a. Completed, effective 5/17/2019

	b. By 9/30/2019, revise DNR's Human Resources Policy No. 6, Training, to include disability-related training requirements.	b. Completed, effective 5/21/2019
2.	Partnership with Louisiana Rehabilitation Services (LRS) Point of Contact (POC), Ms. Brenda Bohrer, to include notifying her by email of each vacancy announced, effective 11/1/2018 and thereafter.	Since 11/1/2018, Ms. Bohrer has been notified of 31 DNR vacancy announcements. To date, DNR has not received any referrals of qualified LRS applicants.
3.	Implementation of the following disability-related training requirements: <ul style="list-style-type: none"> a. Disability Awareness and Etiquette for all employees by 9/30/2019 or within 30 days of hire, whichever is later. b. Accommodations, Workplace Rights and Interviewing for hiring managers and supervisors by 9/30/2019 or within 30 days of hire, whichever is later. 	<ul style="list-style-type: none"> a. Completed, effective 9/30/2019 <i>(except one employee out on extended leave)</i> b. Completed, effective 9/30/2019 <i>(except two supervisors out on extended leave)</i>

<i>Initiatives to Publicize Disability Employment Services</i>		
No.	Initiative	Progress/Outcome
1.	Effective November 1, 2018, include a tagline in all vacancy announcements identifying DNR as a SAME agency and providing applicants with disabilities with a link to available resources.	Implemented effective 11/1/2018.
2.	By November 1, 2018, develop a specialized, ADA Resources page on DNR's website to publicize employment resources available to both employees and the public, including links to LRS and Exceptional Lives information.	Implemented effective 11/1/2018.

III. CURRENT LANDSCAPE

The overall goal of Executive Order JBE No. 18-08 is that seven (7%) of the State workforce be comprised of persons living with a disability. According to survey data provided by the SAME Task Force, DNR continues to exceed this goal as follows:

	2018 Survey Results	2019 Survey Results	% Difference
Percentage of DNR employees self-identified as having a disability	10.4%	10.5%	+0.1%

DNR will review the results of the annual SAME Task Force Survey each year to assess whether current policies, strategies, and initiatives are ensuring continued achievement of the Executive Order's goal or whether additional strategies are necessary.

IV. STRATEGIES FOR EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

The various strategies for the current plan year aimed at attracting, engaging and advancing individuals with disabilities include:

1. Revision of HR Policy No. 4, Family and Medical Leave Act (FMLA)

By March 31, 2020, DNR's Human Resources Policy No. 4, Family and Medical Leave Act (FMLA), shall be revised as follows:

- To better identify the FMLA request and approval procedures; and,
- To incorporate parents' attendance at special education meetings, known as Individualized Education Program (IEP) meetings, for their child(ren) as a FMLA-qualifying event for which time off from work shall be granted, in accordance with the U.S. Department of Labor's opinion letter, dated August 8, 2019.

Upon revision, the policy will be made available by email and intranet to all DNR employees.

2. Partnership with Louisiana Rehabilitation Services (LRS)

DNR shall continue its partnership with the Louisiana Rehabilitation Services' Point of Contact (POC) through email notification of each vacancy announced. While this partnership has yet to yield referrals of any qualified individuals with disabilities that are eligible for LRS services, DNR nonetheless remains hopeful that this will occur in the future.

3. Training

Currently, DNR requires mandatory, disability-related training within 30 days of hire to include Disability Awareness and Etiquette for all employees, as well as Accommodations, Workplace Rights and Interviewing for hiring managers and supervisors.

DNR seeks to build upon its mandatory training program by offering additional, optional disability training for its employees. To this end, by September 30, 2020, DNR shall offer at least one (1) session of additional disability-related training based, in part, on the modular, Windmills Train the Trainer sessions.

V. INITIATIVES TO PUBLICIZE DISABILITY EMPLOYMENT SERVICES

The initiatives for the current plan year aimed at publicizing the availability of disability-related employment resources and services include:

1. Tagline in Vacancy Announcements

DNR shall continue to include the following information in all of its vacancy announcements for purposes of not only encouraging individuals with disabilities to apply, but also providing them with a link to available resources:

"The Department of Natural Resources is a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities. For more information on employment-related resources available for those with disabilities, refer to the Louisiana Employment Resource Guide at http://www.laworks.net/Downloads/LRS/EmploymentResourceGuide_2018.pdf."

2. Publicize "What can YOU do?"

DNR shall publicize "What can YOU do?" The Campaign for Disability Employment, to include:

- a. Updating DNR's ADA Resources web page, by January 15, 2020, by adding a link to the "What can YOU do?" website, <https://www.whatcanyoudocampaign.org/>.
- b. Disseminating two, separate Public Service Announcement (PSA) videos from the "What can YOU do?" Campaign to all DNR employees by April 15, 2020 and October 15, 2020, respectively.

VI. QUESTIONS

Questions regarding this plan may be directed to Ms. Rikki Nicole David, Human Resources Director, at (225) 342-4522 or rikki.david@la.gov.



THOMAS F. HARRIS, SECRETARY

10-14-2019

DATE

Louisiana State As a Model Employer Survey Data

September 30, 2019

	2018		2019		Participating State Agencies	2018		2019	
	Participants	Employees=	Participants	Employees=		Participants	Employees=	Participants	Employees=
DNR									
Participants	146	289	183	294	Participants	10255	36395	9281	35330
Yes - Disability	30	10.4%	31	10.5%	Yes - Disability	2000	5.5%	1953	5.5%
Physical	8	2.8%	8	2.7%	Physical	506	1.4%	459	1.3%
Intellectual	1	0.3%	0	0.0%	Intellectual	50	0.1%	67	0.2%
Behavioral	5	1.7%	8	2.7%	Behavioral	636	1.7%	620	1.8%
Sensory	5	1.7%	7	2.4%	Sensory	222	0.6%	250	0.7%
Disease	8	2.8%	9	3.1%	Disease	849	2.3%	861	2.4%
doesn't want to report disability type	3	1.0%	1	0.3%	doesn't want to report type	126	0.3%	95	0.3%
A Great Deal			1	0.3%	affects A Great Deal			64	0.2%
affects A Lot			0	0.0%	affects A Lot			129	0.4%
affects A Moderate Amount			12	4.1%	affects Moderate Amt			434	1.2%
affects A Little			13	4.4%	affects A Little			684	1.9%
affects None At All			5	1.7%	affects None At All			607	1.7%
SSDI yes			6	2.0%	SSDI yes			362	1.0%
SSDI no			15	5.1%	SSDI no			923	2.6%
SSDI unsure			10	3.4%	SSDI unsure			640	1.8%
No - Disability	104	36.0%	139	47.3%	No - Disability	7703	21.2%	6879	19.5%
Does not want to disclose	12	4.2%	13	4.4%	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.