

Office of Human Resources
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
Governor



JAY DARDENNE
Commissioner of Administration

Division of Administration
State as a Model Employer Agency Plan 2019-2020

On March 19, 2018, Governor Jon 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.

In accordance with the Executive Order, the Division of Administration (DOA) created a plan to develop policies and strategies aimed at increasing employment of people with disabilities within DOA and our ancillary agencies. This plan also applies to the Executive Department agencies that are clients of the DOA Office of Human Resources (OHR) including State Inspector General, Louisiana Tax Commission, Public Defender Board, Mental Health Advocacy Service, and Office of the Governor. Progress toward the objectives in the plan will be reported on and goals updated annually as recommended by the SAME Task Force.

The initiatives below were developed to ensure that DOA continues to 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 disability.

- I. 2019 DOA Initiatives to Increase Employment of People with Disabilities
 - a. Recruitment
 - i. Included the statement "Louisiana is a State as a Model Employer for People with Disabilities" in all job postings effective December 2018;
 - ii. Human Resources management met with Brenda Bohrer with LRS in October 2018 to identify resources and services that may assist DOA in recruitment efforts targeting people with disabilities;
 - iii. Began providing Ms. Bohrer with notification emails of current job postings beginning October 2018;
 - iv. DOA Human Resources and Training staff completed the Windmills Train the Trainer sessions in 2019. We are currently developing training based

- on the Windmills program for managers regarding skills and resources for interviewing, hiring, and managing people with disabilities;
- v. We were unable to 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 due to difficulty connecting with the right resources in the secondary education institutions. Our plan for 2020 includes more focus in this area.
 - vi. We were unable to identify and attend one or more recruitment events in the Baton Rouge region targeting people with disabilities by June 30, 2019. Our plan for 2020 includes more focus on this area.

b. Retention

- i. Provided access to CPTP training to all employees regarding disability awareness and disability etiquette;
- ii. Provided access to CPTP training to all managers regarding working with people with disabilities including ADA, LRS resources, and workplace rights; and
- iii. Continuing to provide information regarding LRS resources and services, as well as other resources for accommodations, to employees OHR identifies as potentially needing accommodation with the goal of retaining employees in active employment on an ongoing basis.

II. 2020 DOA Initiatives to Increase Employment of People with Disabilities

a. Recruitment

- i. Implement training for hiring managers regarding skills and resources for interviewing people with disabilities by March 31, 2020;
- ii. 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 June 30, 2020;
- iii. Identify and attend one or more recruitment events in the Baton Rouge region targeting people with disabilities by October 31, 2020; and
- iv. Identify recruitment opportunities and dedicate OHR staff to develop and implement plans to proactively target candidates with disabilities by September 30, 2020.

b. Retention

- i. Provide information regarding LRS resources and services, as well as other resources for accommodations, to employees OHR identifies as potentially needing accommodation with the goal of retaining employees in active employment by October 31, 2020.

- ii. Develop and implement training for managers based on the Windmills program regarding skills and resources for interviewing, hiring, and managing people with disabilities by March 31, 2020.
- iii. Require all employees to complete the CPTP web modules “Disability Awareness” and “Disability Etiquette” by July 1, 2020.

We will continue to develop and implement these strategies throughout the plan year to ensure that DOA 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

DOA	2018		2019		Participating State Agencies	2018		2019	
	Employees=	1723	Employees=	1609		Employees=	36395	Employees=	35330
Participants	729	42.3%	448	27.8%	Participants	10255	28.2%	9281	26.3%
Yes - Disability	134	7.8%	96	6.0%	Yes - Disability	2000	5.5%	1953	5.5%
Physical	35	2.0%	24	1.5%	Physical	506	1.4%	459	1.3%
Intellectual	4	0.2%	8	0.5%	Intellectual	50	0.1%	67	0.2%
Behavioral	32	1.9%	32	2.0%	Behavioral	636	1.7%	620	1.8%
Sensory	18	1.0%	15	0.9%	Sensory	222	0.6%	250	0.7%
Disease	57	3.3%	37	2.3%	Disease	849	2.3%	861	2.4%
doesn't want to report disability type	5	0.3%	4	0.2%	doesn't want to report type	126	0.3%	95	0.3%
affects A Great Deal			4	0.2%	affects A Great Deal			64	0.2%
affects A Lot			13	0.8%	affects A Lot			129	0.4%
affects A Moderate Amount			19	1.2%	affects Moderate Amt			434	1.2%
affects A Little			37	2.3%	affects A Little			684	1.9%
affects None At All			21	1.3%	affects None At All			607	1.7%
SSDI yes			26	1.6%	SSDI yes			362	1.0%
SSDI no			42	2.6%	SSDI no			923	2.6%
SSDI unsure			28	1.7%	SSDI unsure			640	1.8%
No - Disability	545	31.6%	332	20.6%	No - Disability	7703	21.2%	6879	19.5%
Does not want to disclose	50	2.9%	20	1.2%	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.

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

	2018		2019		2019 Gov office		2019 Elderly Affairs	
	Employees= 134		Employees= 128		Employees= 63		Employees= 65	
Governor	109	81.3%	121	94.5%	63	100.0%	47	72.3%
Participants	27	20.1%	22	17.2%	12	19.0%	10	15.4%
Yes - Disability								
Physical	7	5.2%	5	3.9%	4	6.3%	1	1.5%
Intellectual	1	0.7%	1	0.8%	1	1.6%	0	0.0%
Behavioral	7	5.2%	9	7.0%	6	9.5%	3	4.6%
Sensory	5	3.7%	4	3.1%	3	4.8%	1	1.5%
Disease	9	6.7%	4	3.1%	1	1.6%	3	4.6%
doesn't want to report disability type	3	2.2%	4	3.1%	1	1.6%	3	4.6%
affects A Great Deal			1	0.8%	1	1.6%	0	0.0%
affects A Lot			3	2.3%	0	0.0%	0	0.0%
affects A Moderate Amount			4	3.1%	3	4.8%	3	4.6%
affects A Little			6	4.7%	6	9.5%	1	1.5%
affects None At All			8	6.3%	2	3.2%	6	9.2%
SSDI yes			2	1.6%	1	1.6%	1	1.5%
SSDI no			12	9.4%	7	11.1%	5	7.7%
SSDI unsure			8	6.3%	4	6.3%	4	6.2%
No - Disability	76	56.7%	92	71.9%	48	76.2%	33	50.8%
Does not want to disclose	6	4.5%	7	5.5%	3	4.8%	4	6.2%