



HUMAN RESOURCES
Affirmative Action Policy
POLICY Number: B-003

1 March 2013

1. **AUTHORITY:** Director of State Civil Service as contained in La. R:S 36:54
2. **PURPOSE:** To establish a formal Affirmative Action Policy.
3. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service. All are responsible for complying with this policy and for supporting its implementation according to their level of responsibility and authority.
4. **POLICY:** It is the Director's policy that State Civil Service operates under a continuous and affirmative concept of equal employment opportunity for all persons, regardless of race, color, religion, creed, age, sex, national origin or ancestry, marital status, physical or mental impairment, veteran status, or other non-merit factors. All persons are recruited, selected, placed, and compensated without regard to non-job-related factors.

Furthermore, in addition to making efforts to correct any internal departmental under-utilization of minorities or women, State Civil Service will also review its Rules and procedures to identify and eliminate, wherever possible, barriers to statewide progress in affirmative action efforts.

5. **PROCEDURES:**

A. DESIGNATION OF RESPONSIBILITY

The Deputy Director of State Civil Service has overall responsibility for the Department's Affirmative Action Plan with specific responsibilities assigned to the Human Resources office and other designated staff members.

B. RESPONSIBILITIES**1. The responsibilities of the Human Resources office include but are not limited to the following:**

- a) Continuing responsibility for coordinating equal employment and affirmative action efforts and being available to all employees to discuss any aspect of our activities in this area.
- b) Develop policy statements, affirmative action programs, and internal and external communication techniques, goals and timetables, and revise as needed.
- c) Design, implement, and maintain audit and report systems to measure effectiveness of the agency's Affirmative Action Plan.
- d) Review annually the degree of goal attainment.
- e) Serve as liaison between the agency and the enforcement agency.

2. The responsibility of the supervisors, section heads and other designated staff members include but are not limited to the following:

- a) Career counseling for employees.
- b) Assisting in identifying problem areas and establishing goals and objectives.
- c) Providing training in equal employment opportunity as needed.
- d) Ensuring that each employee has access to the Department's Affirmative Action Policy.

Everyone who makes decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and terminations of employees is responsible for adhering to our policy and program for ensuring that no person is discriminated against in employment because of non-merit factors.

6. EXCEPTIONS:

The Director or Deputy Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

7. DIRECTOR'S STATEMENT:

My personal commitment to this policy is complete. I intend that my actions and the actions of every employee in State Civil Service will support the spirit of this policy and program.

s/Shannon S. Templet
Director