LOUISIANA DEPARTMENT OF CHILDREN AND FAMILY SERVICES

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Department of Children and Family Services (DCFS) and all offices under its jurisdiction reaffirm the policy for Equal Employment Opportunity (EEO) by hereby stating that no applicant or employee shall, on the basis of age, color, disability, national origin, political affiliation, race, religion, sex, or veteran status be discriminated against in any employment decision or practice. DCFS is committed to this policy because it is our belief that it is morally right, it is good personnel management, and it is legally required by the Equal Pay Act of 1963; Title VII of the Civil Rights Action of 1964, as amended; Equal Employment Opportunity Act of 1972; Executive Order #11246, as amended; Age Discrimination in Employment Acts of 1957, 1975 and 1986; Pregnancy Discrimination Act of 1978; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendment Act; The Americans with Disabilities Acts Amendments Act; The Genetic Information Non Discrimination Act of 2008; and Civil Rights of 1991.

DCFS is also committed to providing a work environment totally free of harassment. Sexual harassment, like harassment on the basis of color, race, religion, or national origin, has long been recognized as a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Therefore, the Department of Children and Family Services is taking affirmative steps to maintain a workplace free of sexual harassment and intimidation for all its employees and strongly disapproves of such action.

Harassment on the basis of sex exists when there are sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose of effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This commitment to both equal employment opportunity and anti-harassment in the workplace is reflected in the DSS Policy 2-03 (Discrimination in Employment). An employee who believes that he/she is a victim of discrimination, harassment and/or retaliation in the workplace has an affirmative duty to report such conduct. Employees may file complaints of alleged discriminatory practices by following the guidelines outlined within DCFS Policy 2-03. Applicants and employees may contact the Equal Employment Opportunity Commission (EEOC) and/or Louisiana Commission on Human Rights to file complaints.

It is the policy of the Department of Children and Family Services to promptly attempt to resolve all complaints alleging unlawful discrimination. The identity of the complainants will be kept confidential except to the extent necessary for conducting the investigation. Any act(s) of intimidation or retaliation against any individual(s) making a complaint or participating in the investigation of a complaint shall be strictly prohibited. Any employee found to be in violation of this policy would be subject to disciplinary action.

DCFS will take affirmative action to ensure the following will be implemented at all levels of administration:

1. Recruit, hire, place, train and promote in all job classifications without regard to non-merit factors such as age, color, disability, national origin, political affiliation, race, religion, sex, or veteran status.

2. Identify and use existing talent and potential through upgrading and promotion of present employees. All promotions will be based only on valid employment promotional requirements.

3. Base decisions on employment so as to further the principles of equal employment opportunity.

4. Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, recall from layoffs, education, tuition assistance, social and recreational programs be administered without regard to age, color, disability, national origin, political affiliation, race, religion, sex, veteran status or any other non-merit factor.

The Department has no policy against employment of relatives if one such employee does not supervisor the other. For that reason, the fact that an applicant is the husband or wife or other relative of an employee should have no effect on his/her consideration for employment unless an official supervisory relationship would exist while on duty.

Basic guidelines and methods of achieving the goal of equal employment opportunity will be set forth in documents hereafter referred to as Affirmative Action Plans. This plan will be updated annually.

The Secretary of the Department of Children and Family Services has overall responsibility for the reaffirmation of policy and program development. Responsibility for coordination of the program has been delegated to the Bureau of Civil Rights. The responsibility to implement this policy through Affirmative Action Plans for each Office of the Department rests with the corresponding appointing authority.

Any person having a question concerning equal employment opportunity should contact Valerie Clark, EEO Specialist, DCFS Bureau of Civil Rights, 225-342-0309. Questions regarding affirmative action should be referred to Shelly Johnson, DCFS, Human Resources Director at 225-342-5970. Human Resources is responsible for establish, implementing and operating a reporting and monitoring system for each agency.

All personnel in DCFS with any responsibility for recruitment, appointment, placement, evaluation, training or any other aspect of personnel management are charged with the responsibility of seeing that this policy is successfully implemented by giving it full support through active cooperation and personal example. All such persons shall be evaluated on the basis of their equal employment efforts and results in addition to the usual standards of performance. The Department of Children and Family Services will periodically analyze its personnel and actions to ensure compliance with this policy. Persons who fail to adhere to the DCFS Equal Employment Opportunity policy are subject to administrative disciplinary action.

The current Affirmative Action Plan for the Department of Children and Family Services may be reviewed by anyone between the hours of 8:00am and 4:30pm in Human Resources.

LOUISIANA DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS)

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

I hereby attest approval of the affirmation of the foregoing equal employment opportunity and equal delivery of services policies. Further, I declare my commitment to the promulgation and enforcement of these policies throughout all DCFS administrative and services sites. All employees throughout the state are responsible for ensuring that all employment actions and program/service delivery policies, procedures, and activities are in full compliance with all applicable federal, state and local fair employment and equal service delivery statutes, rules and regulations.

These policies shall be posted conspicuously to allow full review by DCFS employees, customers and the general public.

for Marketa Garner Walters, Secretary
DCFS

Terri Ricks, Deputy Secretary
DCFS

6/27/2016
Alfreda Tillman Bester, Assistant Secretary
Division of Family Support

Rhenda Hodnett, Assistant Secretary
Division of Child Welfare

6/28/16
Eric Horent, Undersecretary
Division of Management and Finance

Valerie Clark, Compliance Programs Director
Bureau of General Counsel
Civil Rights Section