

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION PLAN**

### **LOUISIANA AGRICULTURAL EXPERIMENT STATION**

#### **I. POLICY COMPONENT**

The Louisiana Agricultural Experiment Station (LAES) follows the Equal Opportunity policy of the Louisiana State University System (PM-55) and the Louisiana State University Agricultural Center campus (PS-23). These policies assure equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, disability, marital status or veteran's status, in the admission to, participation in, or employment in its programs and activities. The LAES's Equal Opportunity policy is in full compliance with federal and state laws and directives.

The LAES is the multi-disciplinary, research branch of the LSU AgCenter, LSU System, which serves a multi-racial and multi-cultural population in the State of Louisiana.

The LAES vigorously attempts to identify, recruit, and hire qualified applicants from under-utilized groups for all levels of employment in the various departments and research stations that comprise the LAES. The policy insures that all applicants receive fair consideration for employment and that promotion or upgrading; benefits, demotion or transfer; layoff, return from layoff, or termination; rates of pay or other forms of compensation; selection for training; and tenure will be administered without regard to race, color, religion, sex, age or national origin.

The AgCenter policy followed by the LAES relates to all programs and activities of the LAES, as well to employment. The LAES communicates the provisions of this policy to present and prospective employees in the general public in the State of Louisiana, as well as nationally, by the publication of the policy through bulletins, newspapers, annual reports, and other media, and posting on bulletin boards. The statement "Louisiana State University and the Louisiana Agricultural Experiment Station are Equal Opportunity/Affirmative Action Employers" communicates the provisions of this policy.

Under the Affirmative Action obligation imposed by the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Louisiana Agricultural Experiment Station takes affirmative action to employ and advance in employment, qualified disabled veterans and veterans of the Vietnam era at all levels of employment, including the executive level. This action will apply to all employment practices, including, but not limited to, hiring; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships and on-the-job training programs.

The Louisiana Agricultural Experiment Station assures compliance with the Americans With Disabilities Act (ADA) and Section 503 of the Rehabilitation Act of 1973 regarding the employment and advance in employment of qualified handicapped individuals at all levels of employment, including the executive level. Such action applies to all employment practices, including, but not limited to hiring; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships and on-the-job training programs.

## II. ADMINISTRATIVE COMPONENT

The Affirmative Action organization for the Louisiana Agricultural Experiment Station is shown in Figure 1 and includes the general administrative structure of the LAES for information purposes.

- A. EEO and affirmative action responsibilities are conducted by the EEO/Affirmative Action Coordinator and the AgCenter Human Resource Management Office (HRM), subject to the supervisory responsibility of the Vice Chancellor for Research and Director of the Louisiana Agricultural Experiment Station. Administrative heads of all departments, regions, and stations are expected to cooperate with these officials. Additional assistance is provided by the Cooperative Extension Service Civil Rights Coordinator. Appropriate support is also available from the AgCenter Multicultural Diversity Office.

Within the auspices of the Agricultural Experiment Station policy, EEO/AA officials have responsibility for (but not limited to):

1. Develop internal and external communication techniques.
2. Assist in the identification of problem areas.
3. Assist department, region, and station heads in arriving at solutions to problems.
4. Design and implement audit and reporting systems that will:
  - a. Measure effectiveness of the Louisiana Agricultural Experiment Station's EEO programs.
  - b. Indicate need for remedial action.
1. Serve as liaison between the LAES and enforcement agencies.
2. Serve as liaison between the LAES and minority organizations, women's organizations and community action groups concerned with employment opportunities of minorities and women.
3. Keep the LAES administration informed of latest developments in the entire equal opportunity area.
4. Assist in the identification of problem areas and establishment of LAES goals and objectives.
5. Maintain awareness of local minority organizations, women's organizations, community action groups and community service programs.
6. Periodically audit training programs and hiring and promotion patterns to remove impediments to the attainment of goals and objectives.
7. Have regular discussions with department, region, and station heads and employees to be certain the LAES's policies are being followed.
8. Review the qualifications of employees to insure that qualified minorities and women are given full opportunities for transfers and promotions.

9. Be available for career counseling for all employees.
10. Periodically audit to insure that each location is in compliance in areas such as:
  - a. Maintenance of uniform files on applicants according to established guidelines.
  - b. Proper display of posters.
  - c. Desegregation of all facilities, both in policy and use, including station housing, which the LAES maintains for the use and benefit of its employees.
1. Ensuring minority and female employees are afforded a full opportunity and encouraged to participate in all LAES sponsored educational training, recreational and social activities.
2. Ensure that supervisors understand that their work performance will be evaluated in part on the basis of their equal employment opportunity efforts and results, as well as other criteria.

A. Internal and external dissemination of EEO Policy

1. The Louisiana Agricultural Experiment Station disseminates its policy internally as follows:
  - a. Publication in station bulletins, annual reports and other media by including the statement "The Louisiana Agricultural Experiment Station follows a nondiscriminatory policy in programs and employment."
  - b. At meetings with department, region, and station heads, and with supervisory personnel to explain the policy intent and individual responsibility for effective implementation, making clear the Director's attitude.
  - c. Hold meetings with employees to discuss policy and explain individual employee responsibilities.
  - d. Make a copy of the policy available to each employee.
  - e. If applicable, meet with union officials (when appropriate) to inform them of policy, and request their cooperation. Include nondiscrimination clauses in all union agreements, and review all contractual provisions to insure they are nondiscriminatory.
  - f. Announce EEO programs, progress reports, promotions, etc. of all employees, including minority and female employees in publications.
  - g. Post the policy on the AgCenter website.
  - h. Employees featured in news releases or similar publications will show both minority and non-minority, men and women when appropriate.
  - i. Communicate to employees the existence of the LAES's affirmative action program and make available such elements of its program as will enable such employees to know of and avail themselves of its benefits.
1. The Louisiana Agricultural Experiment Station will disseminate its policy externally as follows:
  - a. Position availability announcements sent to recruiting sources contain the Equal Opportunity clause.

- b. Incorporate the Equal Opportunity clause in all purchase orders, leases, contracts, etc. covered by Executive Order 11246, as amended, and its implementing regulations.
  - c. Communicate to prospective employees the existence of the LAES's affirmative action program and make available such elements of its program as will enable such prospective employees to know of and avail themselves of its benefits.
  - d. Include written notification of the LAES policy to all subcontractors, vendors and suppliers requesting appropriate action on their part.
- A. The internal audit and reporting system includes the various forms used by the LAES and retained by EEO/AA officials and offices of department, region, and station heads. These files are used to record the progress made in the area of EEO.
1. The LAES Director will monitor records of referrals, placements, transfers, promotions and terminations to insure that nondiscriminatory policy is carried out.
  2. The LAES will request formal reports from Department, Region and Station heads on field days, workshops and other program activities regarding the area of EEO.
  3. LAES EEO/AA officials will prepare and review report results with all levels of administration.
  4. LAES EEO/AA officials report program effectiveness and submit recommendations to improve unsatisfactory performance to top level administration.
- A. Responsibilities of the Department, Region, and Station Heads regarding administration and implementation of the Affirmative Action Plan of the Louisiana Agricultural Experiment Station.
1. Department, Region, and Station heads are responsible for the preparation and distribution of the announcements for unclassified positions. The "Position Vacancy Announcement and Selection Guidelines" provide step-by-step employment procedures, position announcement formats and suggested "work-pool" locations where the announcement should be mailed. Additional "work-pool" locations can be obtained from the EEO/AA Coordinator and Multicultural Diversity Office.
  2. Employment procedures established by the State Department of Civil Service are utilized for all classified personnel. A register of qualified individuals is maintained by the State Department of Civil Service for job titles so designated by the Department of Civil Service. In addition, advertisement for all job title vacancies includes the HRM Announcements and AgCenter website. Generally, most clerical and related vacancies housed on the Baton Rouge campus are also advertised in LSUBR publications. Posted notices, newspaper advertisements, and personal contacts are also used as appropriate.
  3. Department, Region, and Station heads shall continue to maintain appropriate documentation of recruiting efforts in the Affirmative Action Summary regarding the selection of each candidate employed in an unclassified position with the department/research station. The Affirmative Action Summary will document in a positive way how the qualifications of the individual selected met the criteria for that position as established by the selection committee and as advertised in the position announcement.

4. The Vice-Chancellor for Research and Director of the Louisiana Agricultural Experiment Station has delegated the authority to sign personnel appointment forms to Department, Region, and Station Heads, indicating that equal opportunity/affirmative action compliance has been maintained throughout the hiring procedure. All hires are reviewed by the AgCenter HRM for compliance with applicable hiring procedures.
  5. Other responsibilities of these administrators shall include but not be limited to the following:
    - a. Maintain uniform files on applicants. All files maintained for three (3) years after position has been filled.
    - b. Identification of problem areas and establishment of unit goals and objectives.
    - c. Make available career counseling for employees.
    - d. Properly displayed EEO posters.
    - e. Assure that all facilities and programs of the Louisiana Agricultural Experiment Station are desegregated within policy and use.
    - f. Assure that all minority and female employees are provided an opportunity and are encouraged to participate in university sponsored educational training, recreational, and social activities.
    - g. Take actions to prevent harassment of employees placed through affirmative action efforts should substantiated harassment occur.
- A. Faculty, Staff, Classified Employees, Committees or other specially organized groups or organizations of the Louisiana Agricultural Experiment Station. These individuals and/or groups are encouraged to lend their individual and collective support to the Affirmative Action Plan of the Louisiana Agricultural Experiment Station by:
1. Personally communicating the Equal Opportunity/Affirmative Action Policy of the Louisiana Agricultural Experiment Station to the general public in the State of Louisiana.
  2. Aid in the identification of minority persons and women for possible employment consideration.
  3. Participate in the selection of candidates for specific positions.
  4. Provide the EEO/AA officials of the Louisiana Agricultural Experiment Station with any evidence that the LAES's Affirmative Action Policy is not being followed.

### **III. POLICY STATEMENTS**

Policy Statements of the Louisiana State University System and the LSU Agricultural Center campus utilized to express the policy of the Louisiana Agricultural Experiment Station Equal Opportunity/Affirmative Action Plan.

PM-55 -	Equal Opportunity Policy
PM-20 -	Leave Guidelines
PM-35 -	Review of Faculty Ranks
PS-23 -	Equal Opportunity and Affirmative Action
PS-19 -	Sexual Harassment
PS-20 -	Grievance Procedure
PS-15 -	Violence-Free Workplace
PS-10 -	Performance Appraisal of Classified Employees
PS-09 -	Nepotism
PS-38 -	Procedures for Dismissal of Tenured Faculty Members
PS-39 -	Performance Review of Faculty

These policy statements are attached as an Appendix and available via the AgCenter website.