

Office of the State Americans with Disabilities Act Coordinator (OSADAC)
STATE AS A MODEL EMPLOYER (SAME) AGENCY PLAN

Each executive branch state agency shall submit an annual SAME plan outlining its strategies and goals for the upcoming year, and progress and outcomes for the current year, related to employment of individuals with disabilities (La. R.S. 46:2597). This includes a comparison of the percentage of individuals with disabilities employed by the agency from the previous to current calendar year based on data collected from the Voluntary Self-Identification of Disability process. Agencies shall submit the annual plan by December 1st of each year using the State As a Model Employer (SAME) Agency Plan Form, which is available on the OSADAC website at <https://www.doa.la.gov/office-of-state-ada-coordinator/>.

1. AGENCY INFORMATION

Agency Name: Department of Transportation and Development
 Name of SAME Designee: Michelle Sanders
 Job Title of SAME Designee: Human Resources Director
 Email for SAME Designee: Michelle.Sanders@la.gov

2. PROGRESS AND OUTCOMES FOR CURRENT PLAN YEAR

CURRENT PLAN YEAR: 1/1/2024 - 12/31/2024

The Department of Transportation and Development previously set forth certain strategies as part of its Agency Plan for the current plan year related to employment of individuals with disabilities. The outcome of these strategies is as follows:

Strategy	Outcome
1. DOTD commits to working with the Louisiana Rehabilitation Services' (LRS) single point of contact. We will refer to Hiring Managers 100% of the eligible clients referred by LRS to Human Resources.	DOTD HR received 2 eligible client referrals from LRS; 100% were referred to Hiring Managers. 1 was interviewed.
2. DOTD will collaborate with the Baton Rouge Community College (BRCC) Program for Successful Employment (PSE) to improve the effectiveness of its partnership, with the goal of employing at least one student each semester. DOTD will expand our established partnerships with community-based organizations/institutions to create additional opportunities for applicants with disabilities.	DOTD maintains open communication with BRCC for new student placements and maintained one student placement each semester of 2024. DOTD has attended the Acadiana Diversity Job Fair and partnered with Southeastern Louisiana University (SELU) and is in the process of placing at least one student with a disability per semester.
3. The DOTD Recruiter will seek opportunities and actively participate in events to expand and diversify recruitment. The agency commits to participating in at least 4 events that target substantially diverse applicant pools.	DOTD has attended 7 career fairs specific to a substantially diverse applicant pool of which 1 was a job fair for applicants with disabilities.
4. DOTD commits to tracking the retention of individuals that are specifically recruited and hired as a result of these initiatives.	We have retained 1 of 1 employees specifically recruited and hired as of a result of these initiatives.
5. The DOTD Human Resources Office commits to providing and/or publicizing training opportunities for Hiring Managers, Human Resources personnel, and agency employees statewide. We will ensure at least 95% compliance with mandatory ADA training requirements.	DOTD publicized Disability Employment Awareness Month in October's HR Newsletter. DOTD publicized CPTP Trainings on the Intranet Bulletin Board in November. Training compliance: 100%.
6. DOTD commits to providing reasonable accommodations to employees with disabilities, as defined by ADA, and reporting on the number of accommodations provided.	DOTD documented 38 reasonable accommodation requests provided.
7. DOTD commits to meeting quarterly with internal and external stakeholders to discuss efforts, challenges, and successes for the DOTD SAME initiative.	The DOTD SAME Task Force conducted quarterly meetings which were held 02/19/2024, 05/21/2024, 09/24/2024, and 11/18/2024.

(Attach additional sheet if necessary)

3. DATA COMPARISON

Dates	Total # of Employees	# of Employees Voluntary Self-ID with Disability	Overall Disability Percentage
As of 9/30/2023 (from previous SAME plan)	4,319	213	4.9 %
As of 9/30/2024	4,170	232	5.6 %

Percent Difference: 0.6 %

4. STRATEGIES FOR UPCOMING PLAN YEAR

UPCOMING PLAN YEAR: 1/1/2025 - 12/31/2025

The Department of Transportation and Development intends to implement the following strategies related to employment of individuals with disabilities for the upcoming plan year:

	Strategy	Target Completion Date
1.	DOTD commits to working with the Louisiana Rehabilitation Services' (LRS) single point of contact. We will refer to Hiring Managers 100% of the eligible clients referred by LRS to Human Resources.	All Year
2.	DOTD will collaborate with the Baton Rouge Community College (BRCC) Program for Successful Employment (PSE) to improve the effectiveness of its partnership, with the goal of employing at least one student each semester. DOTD will expand our established partnerships with community-based organizations/institutions to create additional opportunities for applicants with disabilities.	11/14/2025
3.	The DOTD Recruiter will seek opportunities and actively participate in events to expand and diversity recruitment. The agency commits to participating in at least 4 events that target substantially diverse applicant pools where at least 1 event and/or contact will target the disability community per year.	11/14/2025
4.	DOTD commits to tracking the retention of individuals that are specifically recruited and hired as a result of these initiatives.	11/14/2025
5.	The DOTD Human Resources Office commits to providing and/or publicizing training opportunities for Hiring Managers, Human Resources personnel, and agency employees statewide. We will ensure at least 95% compliance with mandatory ADA training requirements.	11/14/2025
6.	DOTD commits to providing reasonable accommodations to employees with disabilities, as defined by ADA, and reporting on the number of accommodations provided.	All Year
7.	DOTD commits to meeting quarterly with internal and external stakeholders to discuss efforts, challenges, and successes for the DOTD SAME initiative.	11/14/2025

(Attach additional sheet if necessary)

5. APPROVED BY:

Brad Doucet

Deputy Undersecretary



11/26/2024

Signature / Date

** RETURN BY EMAIL TO Rikki.David@la.gov OR BY FAX TO (225) 342-1057. **