

Revised February 1, 2019

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 4

SUBJECT: Equal Employment Opportunity (EEO)

EFFECTIVE DATE: April 5, 1972

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

It is the policy of the Louisiana Department of Transportation and Development (DOTD) to assure equal employment opportunity to all employees and applicants for employment. Equal opportunity will be offered regardless of race, color, religion, sex, national origin, political affiliation, disability, age, or pregnancy. Even beyond the preceding classes codified in federal and state law, DOTD will offer equal opportunity without regard to any non-merit based factors. Equal opportunity applies to all employment practices including recruitment, employment, compensation, benefits, training, promotions, transfers or assignments, recognition, disciplinary actions, layoffs, and other terminations.

To support our commitment to the principle of equal employment opportunity, DOTD updates its Affirmative Action (AA) Plan on an annual basis. The AA Plan establishes specific, measurable and attainable hiring and promotion goals designed to achieve and maintain an equitable representation of women and minorities. The Compliance Programs Section, responsible for the administration of the EEO Program and the AA plan, continuously evaluates and monitors progress made by organizational units towards achieving assigned goals, and provides assistance to agency administrators in fulfilling their responsibilities. The Compliance Programs Director regularly provides reports and recommendations to the Secretary on the progress of this program.

Equal employment opportunity is the law. All employees are required to refrain from any form of discriminatory or harassing behavior. Supervisors are required to practice and promote equal employment opportunity, nondiscrimination and affirmative action in their areas of jurisdiction and are held responsible for any discriminatory or harassing behavior they fail to address appropriately and correct. Any employee who feels this policy has been violated should immediately report the matter to his/her supervisor, manager or appointing authority and to the Compliance Programs Section (EEO Officer).

As Secretary, I hereby reaffirm my commitment to the principles of equal employment opportunity, affirmative action, and non-discrimination.



Shawn D. Wilson, Ph.D.  
Secretary