



STATE CIVIL SERVICE

Equal Employment Opportunity (EEO) Policy

1. **AUTHORITY:** Director of State Civil Service, as identified in Article X of the Louisiana Constitution.
2. **PURPOSE:** To establish the department's policy requiring that all employment decisions be merit-based.
3. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service. All employees are responsible for complying with this policy and for supporting its implementation according to their level of responsibility and authority.
4. **POLICY:** State Civil Service seeks to recruit a highly productive and diverse workforce and will provide equal employment opportunities to all employees and prospective employees. Employment decisions shall be based strictly on merit and without regard to religious or political beliefs, sex, race, or any other non-merit factor.

5. PROCEDURES:

A. DESIGNATION OF RESPONSIBILITY

The Deputy Director will serve as the EEO Officer with the overall responsibility for the Department's EEO policy.

B. RESPONSIBILITIES

1. **Human Resources Director** – Responsibilities include but are not limited to the following:
 - a. Work with General Counsel to ensure that Human Resources policies comply with applicable state and federal laws.
 - b. Provide guidance to staff responsible for making decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and discipline to ensure such decisions are merit-based.
 - c. Serve as liaison between State Civil Service and agencies such as the EEOC and Louisiana Commission on Human Rights, which promote equal opportunity employment through administrative and judicial enforcement.
2. **Employees In Specific Decision-Making Roles**

Any employee who is responsible for making decisions with respect to recruitment,

evaluation, selection, promotion, compensation, training, and discipline is responsible for adhering to this policy and ensuring that no person is discriminated against because of non-merit factors.

3. All Employees

- a. Any employee who knows or reasonably believes that a violation of this policy is occurring or has occurred is obligated to inform his Division Administrator, Human Resources Director, General Counsel, Chief Operating Officer, Deputy Director/EEO Officer, or Director immediately.
- b. Employees are responsible for cooperating fully with any investigation concerning a reported violation of this policy. Employees cooperating in an investigation shall maintain the confidentiality of the investigation to protect the integrity of the investigation.
- c. No employee shall harass or in any way retaliate against an employee for reporting a possible violation of this policy or participating in an investigation related thereto.

6. POLICY VIOLATIONS

Any employee who violates this policy may be subject to disciplinary action up to and including termination.

Byron P. Decoteau, Jr.
Director

POLICY REVIEW INFORMATION:	
<i>Date: 01/01/11</i>	<i>Action Taken: Policy established.</i>
<i>Date: 09/14/15</i>	<i>Action Taken: Policy updated to include required information about Equal Employment Opportunity in accordance with applicable laws.</i>
<i>Date: 04/30/18</i>	<i>Action Taken: updated and clarified procedures.</i>
<i>Date: 03/11/26</i>	<i>Action Taken: Updated to remove affirmative action references in compliance with law and changes to Civil Service Rule 3.1(r).</i>