

# **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION PLAN**

## **LSU AGRICULTURAL CENTER**

### **I. POLICY COMPONENT**

The LSU Agricultural Center has established PS-23 as its policy on Equal Opportunity and Affirmative Action. The AgCenter is also governed by Louisiana State University System (PM-55) . These policies assure equal opportunity for all qualified persons without regard to race, color, religion, sex, gender, national origin, age, disability, marital status or veteran's status, in the admission to, participation in, or employment in its programs and activities. These policies are in compliance with federal and state laws and directives.

The AgCenter is a multi-disciplinary campus that serves a multi-racial and multi-cultural population in the State of Louisiana. The AgCenter has responsibility for agricultural research and extension in a wide range of areas. The AgCenter vigorously attempts to identify, recruit, and hire qualified applicants from under-utilized groups for all levels of employment in its units. PS-23 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, national origin, age, disability, marital status or veteran's status.

The AgCenter policy relates to all programs and activities and to employment. The provisions of this policy are communicated to present and prospective employees and 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; posting on bulletin boards; and posting on the AgCenter's web site. The statements "The LSU AgCenter is an Equal Opportunity/Affirmative Action Employer" and "The LSU AgCenter provides Equal Opportunity in Programs and Employment" communicate the provisions of this policy.

Under the Affirmative Action obligation imposed by the Vietnam Era Veterans Readjustment Assistance Act of 1974, the LSU AgCenter 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 AgCenter assures compliance with the Americans With Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973 regarding the employment and advancement in employment of qualified 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 LSU AgCenter's organizational structure is shown in Attachment A and in the Roles and responsibilities document in Attachment B.

A. EEO and affirmative action responsibilities are conducted by the Program Leaders, Associate Vice President for Administration, and AgCenter Human Resource Management Office (HRM), subject to overall responsibility by the Vice President for Agriculture/Chancellor of the LSU AgCenter. Administrative heads of all departments, regions, stations and parishes are expected to cooperate with these officials and they, along with all faculty and staff, have responsibilities in this area.

- ◆ Develop internal and external communication techniques. Assist in the identification of problem areas. Assist department, region, and station heads in arriving at solutions to problems.
- ◆ Design and implement review and reporting systems that will measure effectiveness of the LSU AgCenter's EEO programs; indicate need for remedial action; facilitate EEO efforts with other groups and organizations; help stay up to date on developments in the area of EEO; assist in the identification of problem areas and establishment of organizational goals and objectives. Employees of the AgCenter are grouped by job title and EEO-6 categories of higher education.
- ◆ Maintain awareness of local minority organizations, women's organizations, community action groups and community service programs that may assist in meeting EEO/AA objectives; periodically review training programs and hiring, promotion and compensation patterns to remove any impediments to the attainment of goals and objectives; have regular discussions with department, region, and station heads and employees to be certain AgCenter policies are being followed.
- ◆ Review the qualifications of employees to insure that qualified minorities and women are given full opportunities for transfers and promotions. Be available for career counseling for all employees.
- ◆ Periodically take steps to insure that each location is in compliance in areas such as proper display of posters, desegregation of all facilities both in policy and use, ensuring all employees are afforded a full opportunity and encouraged to participate in all AgCenter activities, ensuring that supervisors understand that their work performance will be evaluated in part on the EEO efforts and responsibilities, and dissemination of the EEO policy.
- ◆ Disseminate the EEO policy internally as follows: publication in station bulletins, annual reports and other media by including the statement "The LSU AgCenter follows a nondiscriminatory policy in programs and employment;" at meetings with department, region, station and parish heads, and with supervisory personnel to explain the policy intent and individual responsibility for effective implementation, and AgCenter commitment to EEO; hold meetings with employees to discuss policy and explain individual employee responsibilities; post the policy on the web site so it is available to each employee; communicate to employees the existence of the AgCenter's affirmative action program and ensure employees know how to avail themselves of its benefits.
- ◆ Ensure nondiscrimination in the manner of making available instructions, demonstrations, information and publications. Ensures nondiscrimination in the use of any program or activity or any facility including offices, training facilities, lecture halls or other structures or improvements and in training activities, admission to or participation in fairs, competitions, field days and

encampments conducted or sponsored by the AgCenter. Ensure nondiscrimination in establishment of advisory committees and other similar committees and bodies. Where appropriate, use photos and other graphics to convey the message of equal opportunity.

- ◆ Review all contractual provisions to insure they are nondiscriminatory; announce EEO programs; ensure progress reports, promotions, etc. include minority and female employees in publications; ensure employees featured in news releases or similar publications show both minority and non-minority, men and women and persons with disabilities when appropriate; ensure position availability announcements contain the EEO statement; incorporate the EEO close in purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, and implement its regulations; communicate to prospective employees the affirmative action program and enable them to know of and avail themselves of its benefits; include written notification of the EEO policy to all subcontractors, vendors and suppliers requesting appropriate action on their part.

- ◆ Establish necessary forms and reports that can be used to ensure compliance with the EEO policy, identify needs and record progress. These should include records of referrals, placements, transfers, promotions and terminations to insure that nondiscriminatory policy is carried out.

- ◆ PS-23 establishes policies for filling vacancies and promotional opportunities. The HRM Office establishes procedures for the preparation and distribution of position announcements, reviews qualification requirements, maintains step-by-step selection requirements, and collects and maintains applicant data for at least three years to include demographic data and selection reasons. Employment procedures established by the State Department of Civil Service must also be followed for all classified personnel. All hires are reviewed by the AgCenter HRM for compliance with applicable hiring procedures. The AgCenter takes actions to prevent harassment of employees placed through affirmative action efforts should substantiated harassment occur.

- ◆ Committees or other specially organized groups or organizations of the LSU AgCenter are encouraged to lend their individual and collective support to the Affirmative Action Plan of the LSU AgCenter by personally communicating the EEO/Affirmative Action Policy to the general public in the State of Louisiana, aiding in identification of minority persons, women and persons with disabilities, for possible employment consideration, participating in the selection of candidates for specific positions, and reporting instances where there is evidence that the 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 LSU AgCenter Equal Opportunity/Affirmative Action Plan.

PM-55 -Equal Opportunity Policy

PM-20 -Leave Guidelines

PM-35 -Review of Faculty Ranks

PM-73 -Title IX and Sexual Misconduct Policy

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

These policy statements are available via the AgCenter website.