



GENDER-INCLUSIVE WORKPLACE INITIATIVE: 2023 END OF YEAR

APM 2-52 Goal: To create an inclusive workplace for all City employees, regardless of gender by addressing the needs of transgender, gender non-conforming, and nonbinary employees, and to protect the legal rights and safety of all employees.

Note of Gratitude: The outcomes listed below would not have been achieved without the hard work and commitment of project team members and our partners in Engineering, OCA, IT, HR, DCR, Planning, Finance, Community Development, Public Health, Fire, Building Inspection, and Library.

Measure One: Provide gender-inclusive restrooms and locker rooms, including single-occupancy facilities, in all City buildings where possible.



Results:

1. As of 12/19/2023 there are a total of 126 gender-inclusive City of Madison bathrooms and locker rooms.
2. 60 of 77 (78%) City of Madison single use restrooms are gender-neutral.

Measure Two: Representation of transgender and nonbinary people in job families.

Results: Draft process map developed reflecting sex and gender data gathering.

Next steps in 2024 include:

1. Obtain feedback from Finance and Payroll.
2. Resource and Operations Teams will review and develop recommendation to Core Team
3. Core Team will review recommendation and determine final recommendation to bring to HR Director, DCR, and Attorney



Measure Three: Create a welcoming and inclusive workplace for transgender, gender non-conforming, nonbinary employees, and members of the public.



Status:

- Data baseline will be developed in February 2024 using exit interview information from 8/1/2022 through 12/31/2023. Reports will be due on a bi-annual basis with first report due June 2024.

Questions to analyze:

- Reason for leaving: Dissatisfied with work environment.
- Did you experience harassment or discrimination while working for the city?
- I felt welcome in my work unit.
- My department treated all employees fairly, regardless of race, age, religion, disability, gender, sexual orientation or ethnic background?
- My department values diversity and differences in the workplace?
- Open field at end.
- Consolidating employee-facing surveys with standardized action plans for all survey data to cultivate inclusive workplaces is an action item in the HR [2023-2027 Strategic Plan](#). Questions on a welcoming and inclusive workplace environment for transgender, gender non-conforming, and nonbinary employees will be requested to be included.

Measure Four: Implement inclusive recruiting practices for transgender, nonbinary, and gender non-conforming people.

Results:

- Language encouraging transgender and gender nonconforming individuals to apply added to all job postings.



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- Radio button added in NeoGov on 8/1/2023 for HRA to identify that a review of Gender-Inclusive language was used in position descriptions. Report on results is due June 2024.
- Expectations for hiring managers to use gender-inclusive language in the recruiting process added to the following two courses:
 - Hiring Foundations (Position Descriptions)
 - Creating an Equitable Interview Process (Interviewing Candidates)
- As of 8/3/2023 of the 67% total position descriptions centrally located, only .18% (five) contain gendered language.

Measure Five: Provide quality Gender-Inclusive Workplace training courses through HR-OD.



Results:

- A total of 14 course sessions were offered: four Gender-Inclusive Language courses, three Supervisor Sessions, four LGBTQ+ Part 1 Sessions, and three LGBTQ+ Part 2 Sessions.
- 99% of respondents reported that they could apply what they learned in the courses to their work.
- 94% of respondents reported that the overall rating of the course was good or excellent.
- 223 total participants attended courses, representing 6% of all City of Madison full-time employees.
- All agencies had at least one participant in each training.

Measure Six: Ensure access to gender confirmation health benefits.



Results: OD Manager and ELR Manager are having quarterly meetings to review status and identify possible action areas.

Other Efforts:

- **All-staff communication:** branding image and designs were developed and implemented. Each communication included the following sections: What You Should Know, Call to Action, Implementation Team Updates, Resources, and Links.
 - A total of five all-staff communications were sent in January, March, June, August, and October using email. Each communication was followed up with a summary of highlighted information for digital boards and flyers which were sent to all City Agencies.
 - Four informational sessions were presented to over 100 City Staff and recording was made available.
 - Gender-Inclusive Workplace webpage for all-staff was launched.
- **Updates made to APM 2-52, Resource Guide and Gender-Inclusive Language Style Guide** and signed by Mayor in December.
- **Gender-neutral language updates** completed from OCA, HR, Engineering, and IT including:
 - 37 of the 40 chapters of municipal code
 - Four employee handbooks (live February 2024)
 - Public Works Standard Specifications
 - IT Employee Personal Information Change form to support preferred names
 - Employee New Hire Setup to support preferred names.

