



APM 2-52 GENDER-INCLUSIVE WORKPLACE EVALUATION PLAN SUMMARY

APM 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.

Evaluation Plan Purpose:

- ✓ Measure and report on our efforts and impact
- ✓ Identify what components are working/not working
- ✓ Share lessons learned
- ✓ Engage in continuous improvement

Goal: Provide gender-inclusive restrooms and locker rooms, including single-occupancy facilities in City buildings.

- Data reference or Source: APM City Expectation
- Measure:
 - Number of gender-inclusive bathrooms and locker rooms per building
 - Percentage of overall buildings that city staff work in which have gender-inclusive restrooms and locker rooms.
- When: 2023

Goal: Percentage of representation of transgender and nonbinary people in job families.

- Data reference or Source: NeoGov
- Measure: Members of the Operations Team along with Human Resource representatives are working to create a visual process map related to the collection of demographics. The team will create a list of uses for this information and of unintended consequences related to this type of data collection. This will be used to assist in the decision making process of demographic collection in the future. Collecting this data is difficult as current Federal reporting requirements only allow use of Male or Female.
- When: TBD

Goal: Create a welcoming and inclusive workplace environment for transgender, gender nonconforming, and nonbinary employees and members of the public.

- Data reference or Source: APM employee expectation
- Measures:
 - 1) Information from HR Exit Interview following questions:
 - 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

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2) Responses to questions on staff environment – engagement, satisfaction, feelings of safety and belonging as part of future organizational wide employee facing survey. Metric to be identified after questions determined.

- When: 2024

Goal: Inclusive recruiting practices are in place for transgender, nonbinary, and gender non-conforming people.

- Data reference or Source: HRS Hiring and recruitment
- Measures:
 - 100% of job postings encourage transgender and gender non-conforming individuals to apply
 - Gender-inclusive language used in 100% of position descriptions
 - Use of gender-inclusive language in interview process
- When: 2023

Goal: Implement annual, high quality, APM 2-52 gender-inclusive workplace training courses for all City staff.

- Data reference or Source: HR-OD sponsored trainings
- Measures:
 - Number of APM 2-52 related trainings offered, attendance rates and evaluation responses.
 - At least 85% of respondents to training evaluation will respond that they can apply what they learned in the courses to their work.
 - At least 80% of respondents to training evaluation will respond that the overall rating of the courses are good or higher.
- When: 2023

Goal: Ensure equal access to gender confirmation health benefits.

- Data reference or Source: APM City Expectation
- Measure: Benefits offerings and equal access to health care
- When: Will be dependent upon contract negotiations with vendors. We currently have three vendors (Quartz, GHC, Dean) and they include Gender Confirmation Treatments as a coverage. Future data to consider will be percentage of coverage requests receiving approval and deemed medically necessary.