

## OUR MADISON: INCLUSIVE, INNOVATIVE AND THRIVING



### Creating a Gender-Inclusive Workplace for All

This communication provides frequent and transparent information on our efforts to create a Gender-Inclusive Workplace.

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#### What You Should Know

One way for each of us to center on the safety and inclusion of transgender, gender non-conforming, and nonbinary individuals is to avoid using gendered language. By thinking about our own language and adjusting it where needed, we can lead by example.

Here are some examples for you to try:

1. Replace “Sir” or “Madam” with “Excuse me” or “Greetings!”
2. Replace “She/he needs a copy of the application” with “This customer needs a copy of the application.”
3. Replace “both genders” with “all genders.”

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#### Call to Action



In the April edition we learned that the first step in any successful change is **awareness**. Once we understand *why* a change is needed (*Awareness*), the next step is to make a decision to participate in the change – this step is called **desire**.

**Desire** is defined by the choices we make when we decide to try something new and different. The desire to change requires a **personal commitment** and **acknowledgment** that we truly want to modify our behaviors. It is ultimately up to each person to decide to change!

No one can force a person to change, but we can try and positively influence a person’s decision to embrace a change. **What is your level of desire to embrace a gender-inclusive workplace for all?**

Check out Organizational Development’s [Change Management Learning Resource](#) to find out!

# Implementation Team Updates & Staff Spotlights

## Communications and Core Team

1. The Communications Team will be recording their informational session on June 28, available on the APM 2-52 Gender-Inclusive Workplace webpage (*Coming Soon*).



2. The Core Team has developed an evaluation plan with stakeholders. This plan is a framework of six measures to report on the impacts of our work. Once shared with Division Heads and All Staff in June, the plan will be posted on our coming soon webpage mentioned above.



## Operations Team

1. The Operations Team members are partnering with HR on a process map for collecting demographics. Information using demographics and unintended consequences of using demographic data will be included in the process map. It will be used to guide demographic data collection by the City.



2. Three City APMs were updated for gender-inclusive language. (APM 2-2 on Travel Expenses of Job Applicants, APM 2-21 on FMLA, and APM 2-45 on Disability Leave and Layoff).

3. Gender-neutral language revisions include the following:

- Engineering updated Public Works standard specifications
- Madison and Dane County Public Health are updating client letters
- The Community Development Division has updated Tuition Assistance Program forms

## Training Team

1. All four trainings are now available, *register soon!*

- **10 a.m., October 12, 2023:** [LGBTQ+ Part 1: Creating Inclusive Spaces](#)
- **2 p.m., July 18, 2023:** [LGBTQ+ Part 2: Contributing to Systemic Change](#)
- **8 a.m., July 11, 2023:** [Supervisors Building a Gender-Inclusive Workplace](#)
- **1 p.m., June 22, 2023:** [Gender-Inclusive Language](#) – *Register soon! Seats are limited.*

2. As of May 25, 2023, there have been 180 attendees of these trainings.



3. What staff are saying:

- *"This was really helpful in thinking about ways the City and my own agency could improve."*
- *"I walked away from Part 1 & Part 2 with renewed hope that change can happen and new perspectives around LGBTQ+ can form."*

## Resources Team

1. The Resource Team completed the annual policy and resource review. Updated resources available soon!

*Review highlights:*

### **Resource Guide**

- Additional content and scripts related to correcting pronoun use, addressing unknown people (they/them vs. no pronouns), appropriate questions to ask transgender coworkers, and addressing folks who use multiple sets of pronouns.
- Fully revised Name and Gender Changes section.

### **Language Style Guide**

- New content in the Language Style Guide on gender-neutral language use in formal settings.
- Additional information on translations and Latinx/Latine for Spanish.



4. Engineering and HR staff are creating a list of gender-neutral bathrooms in City facilities.



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## **Did You Know?**

A majority of the Gender-Inclusive Workplace team are staff members whom have volunteered their time to this vital effort on top of their normal duties as a part of Team City Staff. Some of these staff have lived experience, and share their guidance and perspectives on the sub-teams listed above.

HR and DCR staff work with staff from 13 departments on this important work. This truly is a Team City effort! The departments represented include: Public Health, Payroll, Community Development, Finance, Engineering, Building Inspection, Fire, Planning, MPL, IT and City Attorney. **A big thank you to all of you!**

A large, bold, blue graphic with the words 'THANK YOU!' in white, stylized, block letters. The letters are slightly shadowed and have a 3D effect.

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## **Resources & Links:**

- [Gender Inclusive Language](#)
- [LGBTQ+ Inclusion Part 1: Creating a Welcoming Environment](#)
- [LGBTQ+ Inclusion Part 2: Advocating for Change](#)
- [Supervisors Building a Gender-Inclusive Workplace](#)
- [Affinity Groups Guidance Document](#)
- The most recent APM 2-52 Gender Inclusive Workplace updates – including copies of communications like these – can be found on [EmployeeNet under Announcements](#).

### **Administrative Procedure Memorandum (APM) No. 2-52:**

- [Inclusive Workplace APM 2-52](#)
- [APM 2-52 – Resource Guide for Transgender, Gender Non-Conforming, and Non-Binary Employees](#)
- [APM 2-52 – Gender-Inclusive Language Style Guide](#)

### **Organizational Development:**

- [Upcoming Organizational Development Courses](#)
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