

## 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.

#### What You Should Know

The City Attorney's Office is updating the entire Code of Ordinances using gender-inclusive language. Each attorney is responsible for examining several chapters of the code. They are working to substitute gender-neutral pronouns where necessary and make general language changes to ensure that City ordinances are inclusive. The Common Council previously authorized the City Attorney's Office to codify these language updates. These will not change the substance of the ordinances, and will be returned to the Council for approval of each updated chapter. We aim to complete this project by the end of 2023.

#### Call to Action



In the June edition of this communication, we learned that the second step in any successful change is **Desire**. After we make a decision to participate in the change, we are ready for step three which is about increasing our **Knowledge** of how to change.

That knowledge includes understanding what to do during the change, and what new skills and behaviors are needed to support the change. We can develop knowledge by attending trainings, practicing new behaviors, and observing others.



It is important to remember that if we don't have awareness (1) and desire (2) to change, we cannot effectively generate the knowledge that is necessary for a successful change. The image below shows a visual on the [Prosci ADKAR Model](#) and the five building blocks of change – each step is a building block onto the next step.




Check out our [Gender-Inclusive Workplace webpage](#) for resources and the [Organizational Development Upcoming Courses](#) for available trainings.

## Implementation Teams Updates


### Communications and Core Team

- 350 staff have attended fifteen of our team’s informational sessions. You can now view this on demand on the [Gender-Inclusive Workplace webpage](#). 
- The core team has finalized our evaluation plan summary which can also be found on the [Gender-Inclusive Workplace webpage](#). This plan will allow us to measure and report on impacts of our efforts. The team has also developed an implementation timeline, for which work has already started!
- The above informational session recording and evaluation plan summary have also been shared with Common Council Members, Division Heads and Supervisors. 

### Training Team

- We are excited to share that City of Madison efforts are being noticed in other cities! A City of Lincoln Nebraska DEI Manager registered and requested seats for their team to attend our Gender-Inclusive Language course, and to learn from what we’ve already created! 
- HR-OD is planning to continue to provide all Gender-Inclusive training courses for all staff in 2024. 
- Available Courses in 2023:**
  - [LGBTQ+ Part 1: Creating Inclusive Spaces](#)
  - [LGBTQ+ Part 2: Contributing to Systemic Change](#)
  - [Supervisors Building a Gender-Inclusive Workplace](#)
  - [Gender-Inclusive Language](#)

### Operations Team

- IT has worked to update the Employee Personal Information Change form to support preferred names and pronouns where applicable. They have also updated the Employee New Hire Setup to support preferred names. 

### Resources Team

- The Resource Team collaborated with Human Resources to create the [Gender-Inclusive Workplace webpage](#) referenced to in the Communications and Core Team section.

2. Community Development is beginning to ensure accreditation contracts are using gender-neutral language.

3. Members of the Operations Team along with HR representatives have begun to create a visual process map related to the collection of demographics. More informational meetings with stakeholders will be held in the upcoming month. This will be used to aid in the decision making process of future demographic collection.



2. The Resource Team also completed the annual review of APM 2-52 and its resources. The updated documents are in the final stages of the formal review process, with approval completed by HR, the Department of Civil Rights, and Attorney's Office. Once shared and reviewed at Mayor's Management Team on August 1<sup>st</sup>, 2023, the updated documents will be posted on the [Gender-Inclusive Workplace webpage](#) and the APM will be updated in the [APM library](#).



### **Did You Know?**

Access to safe bathrooms for transgender, intersex and gender-nonconforming individuals can be a daily fight and a stressful occurrence. Every transgender individual should be able to use the restroom of their choice without fear. [Refuge Restrooms](#) is an app for your phone which helps individuals locate safe restrooms. Download, and tap a map to see more information about a restroom, get directions to that restroom and rate your experience.



### **Resources & Links:**

- [Change Management Learning Resource](#)
- [Gender-Inclusive Language Course](#)
- [LGBTQ+ Inclusion Part 1: Creating a Welcoming Environment Course](#)
- [LGBTQ+ Inclusion Part 2: Advocating for Change Course](#)
- [Supervisors Building a Gender-Inclusive Workplace Course](#)
- [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](#)

## Contacts:

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*Please note, any messages received in this inbox are treated as confidential.*



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