

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

APM 2-52 calls on all of us to center on the safety and inclusion of transgender, gender non-conforming, and non-binary employees.

Simple ways you can influence change within the City of Madison:

- Share your pronouns
- Don't assume a person's gender or pronouns
- Use gender-neutral language when addressing groups of people
- Model inclusive behavior and language
- Follow the [Gender-Inclusive Language Style Guide](#)
- Treat others the way you would like to be treated

Call to Action – Learn How to Effectively Manage Change

Change can be uncomfortable, confusing, and cause us to feel anxious. The first step in any successful change is awareness. Awareness includes making sure each of us understands the reason behind a change and why a change is needed. Awareness continues as we identify which behaviors we might need to change, commit to unlearning those behaviors, and begin to re-learn new ones.

Where to begin learning about Change Management? Check out our new [Change Management Learning Resource](#) for an introduction to the Prosci ADKAR Model, a digital copy of an ADKAR Change Evaluation Worksheet and a free physical copy of Jeffery M. Hiatt's "Employee's Survival Guide to Change" workbook.

Implementation Teams Updates

Communications and Core Team

1. Fourteen informational sessions with key stakeholders and groups were held between the end of 2022 and beginning of 2023, reaching almost 300 staff.



Some positive feedback included the following:

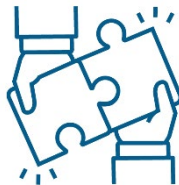
- *“Our staff appreciated the presentation at our staff meeting and all the time spent with us.”*
- *“I’ve heard from multiple co-workers that they really appreciated hearing this information directly and the material you presented has started several good conversations in our office about how we can be more inclusive.”*

2. Core Team is working on an evaluation plan. We will share draft metrics with stakeholders and subject matter experts in quarter two with a goal to finalize in late May.



Operations Team

1. The Operations Team will be meeting with Human Resources and the Department of Civil Rights to determine demographics used in relation to APM 2-52. We are at the point where a final determination is needed.



2. Human Resources is working on ensuring gender-inclusive language in upcoming contract revisions and updating several related APMs.

3. We are creating a guide of gender-inclusive bathrooms in City buildings to



Training Team

1. We have launched all four new sessions:
 - [LGBTQ+ Part 1: Creating Inclusive Spaces](#), [LGBTQ+ Part 2: Contributing to Systemic Change](#).
 - Over 90 staff have attended these trainings with overall positive feedback.



2. Successfully launched [Supervisors Building a Gender-Inclusive Workplace](#) 2/28. Four more sessions are scheduled within 2023. Register on the [course page](#).
3. [Gender-Inclusive Language](#) course was successfully piloted on 2/17, and we are using feedback to modify the course. There are four more sessions scheduled within 2023. Register on the [course page](#).

Resources Team

1. The Resource Team completed the annual policy and resource review. Once revised and reviewed, updated resources will be available to all.
2. We are working on a web page for supervisors and staff.
3. We are collaborating with the Operations Team on gender-inclusive updates to both MUNIS and Wisconsin Department of Employee Trust Funds Systems.



create a guide for folks looking for these facilities.

4. Gender-inclusive restroom signage installation is planned for City County Building this month.

The most recent APM 2-52 Gender-Inclusive Workplace updates – including copies of communications like these – can be found on [EmployeeNet under Announcements](#).

Resources & Links:

- [Restrictions On Drag Shows Have A History In The U.S.](#)
- [Parents raise concerns as Florida bans gender-affirming care for trans kid](#)
- [Gender-Inclusive Language Course](#)
- [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](#)

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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