Legislation Details (With Text)

File #:	62796	**Version:**	1	**Name:**	Inclusive Workplace Policy
Type:	Resolution			**Status:**	Passed
File created:	11/11/2020			**In control:**	Council Office
On agenda:	12/1/2020			**Final action:**	12/1/2020
Enactment date:	12/7/2020			**Enactment #:**	RES-20-00821

Title: Supporting and directing implementation of the City of Madison Inclusive Workplace Policy.

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Indexes:

Code sections:

Attachments: 1. APM2-52-InclusiveWorkplace.pdf, 2. APM2-52-Attachment1-ResourceGuide.pdf, 3. APM2-52-Attachment2-LanguageStyleGuide.pdf

Date	Ver.	Action By	Action	Result
12/1/2020	1	COMMON COUNCIL	Adopt	Pass
11/17/2020	1	COMMON COUNCIL	Refer to a future Meeting to Adopt	
11/11/2020	1	Council Office	Referred for Introduction	

Fiscal Note

The proposed resolution directs the implementation of the City of Madison Inclusive Workplace Policy created by the Inclusive Workplace Team. Specific directives are outlined in the resolution for the Mayor's Office, Civil Rights, Human Resources, Engineering, the Attorney's Office, and Information Technology. The Team anticipates that the directives will be carried out using existing resources in the 2021 Operating Budget, with the possible exception of facility modifications. The resolution directs the Engineering Division to evaluate facilities for gender inclusivity, meet the best practices for gender-inclusive building design and remodeling, and to provide gender-inclusive facilities for all City employees where possible, as outlined in APM 2-52. If Engineering requires additional funds to implement facility modifications, an appropriation request may be made at a later date.

Costs associated with full implementation of the policy and vision may require additional funding.

Title

Supporting and directing implementation of the City of Madison Inclusive Workplace Policy.

Body

WHEREAS, transgender people face significant employment discrimination, unemployment, and social stigma, disproportionately affecting transgender people of color; and,

WHEREAS, transgender people, especially Black transgender women, are subject to assault, discrimination, harassment, police brutality, and incarceration in greater numbers than cisgender and white people; and,

WHEREAS, discrimination by City government can prevent transgender people from accessing crucial services, including housing, financial aid, community programs, and any other municipal services; and,

WHEREAS, systemic inequity is reinforced and perpetuated by government institutions, and local government has a distinct responsibility to address this systemic inequity so that people of all genders thrive in our

community; and,

WHEREAS, to ensure our Madison is inclusive and thriving, we must create a culture that maximizes wellbeing for employees of all genders and builds an organizational consciousness that is prepared to address systemic gender inequity; and,

WHEREAS, the City of Madison 2019 Workplace Climate Survey showed that 50% of transgender employees and 64% of non-binary employees felt they needed to hide or downplay their identity in the workplace; and,

WHEREAS, City staff formed an interdepartmental workgroup, the Inclusive Workplace Team, to research workplace best practices regarding transgender, gender non-conforming, and non-binary employees and provide recommendations to enact change at an organizational level; and,

WHEREAS, the Inclusive Workplace Team has written Administrative Procedural Memorandum (APM) 2-52 - Inclusive Workplace: Transgender, Gender Non-Conforming, and Non-binary Employees and its attachments; which outline first steps for the City of Madison to take to be more inclusive of transgender employees and residents; and,

WHEREAS, the Mayor recently signed APM 2-52; and,

WHEREAS, this policy identifies specific needs transgender employees have regarding employment procedures and facility design including but not limited to: gender confirmation health benefits, use of their desired restroom and other facilities, and established processes for name changes,

NOW, THEREFORE BE IT RESOLVED, that the Common Council supports the creation of:

- APM 2-52 - Inclusive Workplace: Transgender, Gender Non-Conforming, and Non-binary Employees, which outlines rights of transgender employees and the responsibilities of departments in creating an inclusive workplace.
- The Resource Guide for Transgender, Gender Non-Conforming, and Non-Binary Employees, which provides tools and resources to support transgender employees.
- The Gender-Inclusive Language Style Guide, which outlines correct and respectful language that is inclusive of all genders.

BE IT FURTHER RESOLVED, that:

- City agencies will work with the Mayor’s Office to update other City of Madison APMs in accordance with new policies, procedures, and language outlined in APM 2-52.
- The Department of Civil Rights will evaluate and improve data collection and reporting of transgender employees, including but not limited to allowing employees to self-identify as non-binary in workplace equity reporting.
- The Department of Human Resources and hiring agencies will evaluate their application and hiring practices for gender inclusivity, including but not limited to: application options, language used throughout the hiring process, the makeup and training of hiring panels, outdated expectations or standards of professionalism, gendered leadership competencies, and evaluation criteria in selection of applicants.
- The Engineering Division will evaluate facilities for gender inclusivity, to meet the best practices for gender-inclusive building design and remodeling, and to provide gender-inclusive facilities for all City employees where possible, as outlined in APM 2-52.
- The City Attorney’s Office will review all Madison General Ordinances for gender-exclusive language, and update ordinances with gender-inclusive language, according to the Gender-Inclusive Language Style Guide.

- The Department of Human Resources and Department of Civil Rights will develop and provide ongoing training to promote a transgender-inclusive workplace and educate staff about APM 2-52.
- City staff and the Data Management Team will evaluate data collection, analysis, and storage to address disproportionate impacts on transgender people, and will work with people with lived experience to develop related data governance standards.
- The Department of Information Technology will evaluate and improve the process for updating name and gender in City systems in order to maintain confidentiality and ease this process for transitioning employees.
- All agencies will evaluate new technologies for gender equity during the software procurement process, and give preference to solutions that provide greater inclusion and flexibility; and,

BE IT FINALLY RESOLVED that the Common Council recognizes that these are first steps toward creating an organization and a city that is inclusive and welcoming to people of all genders and that reaching that vision will require additional funding, resources, and continued effort toward reaching these goals.

Sources:
<https://www.americanprogress.org/issues/lgbtq-rights/reports/2017/08/25/437280/advancing-lgbtq-equality-local-executive-action/>
<https://transequality.org/sites/default/files/docs/usts/USTS-Full-Report-Dec17.pdf>
<https://www.lgbtmap.org/file/a-broken-bargain-for-transgender-workers.pdf>