

The MAC/WIC Employee Survey

Thank you for taking part in this survey. It will take about 10-15 minutes to complete.

This is an opportunity for City of Madison employees to share about your workplace experiences, culture, and environment with the Multicultural Affairs Committee (MAC), and the Women's Initiatives Committee (WIC).

Your survey responses are confidential and anonymous.

These paper copies can be submitted to the Department of Civil Rights, ATTN: MAC/WIC SURVEY (hand-delivery or via Inter-D in a sealed envelope). MAC and WIC members will also be collecting surveys in their departments. Please submit your survey before it closes on Friday, July 19.

If you prefer, you can take the survey online using this link: [SurveyMonkey.com/r/MACWIC](https://www.surveymonkey.com/r/MACWIC)



The following questions relate to your perceptions and experiences as a City of Madison employee.

Please tell us how much you agree with the following statements.

1. In the past year, as a City of Madison employee...

| | Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| I have felt like I belong here. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have a clear understanding of how I can move my career forward with the City of Madison. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have felt that my unique attributes and background are valued. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Co-workers typically listen respectfully to my views about work-related issues. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I received mentoring to help me grow in my job. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have felt free to express my opinions about work related matters. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2. (Continued)

| | Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| I was treated differently by my coworkers because of my race. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have hidden or downplayed certain aspects of my identity to avoid unfair treatment or harassment. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I was treated differently by my coworkers because of my gender. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have modified my personal appearance in order to avoid unfair treatment or harassment. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I was treated differently by my coworkers because of my ability/disability. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I felt there were negative consequences for me if I reported unfair treatment at work. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. My current supervisor or manager...

| | Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Treats everyone on the team fairly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Handles disagreements effectively. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gives me feedback on my work performance. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Encourages me to participate in learning and development opportunities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Keeps me well-informed about things I should know. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is held accountable for ensuring all employees are treated fairly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is responsive to my ideas, requests, and suggestions. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Takes prompt action to address inappropriate behavior that comes to their attention. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

4. In my current department...

| | Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Relationships between employees of different racial groups in my department are positive. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Leadership holds all employees to the same workplace expectations and disciplinary standards. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Employees have equal access to learning and development opportunities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Relationships between employees of different genders in my department are positive. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Promotions are based on fair and objective criteria. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. Which **3 words** would you use to describe your department's work culture and environment?

6. If you could change one thing about your job or workplace, what would it be?

7. How would you rate the overall effectiveness of the City of Madison in...

| | Ineffective | Somewhat ineffective | Unsure | Somewhat effective | Effective |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Fostering mutual trust and respect in the workplace. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Promoting professional growth of all employees. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Developing policies to promote fair treatment of employees regardless of race. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Developing policies to promote fair treatment of employees regardless of gender. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Responding to incidents of harassment and discrimination in the workplace. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

8. In April, the Common Council adopted a resolution affirming the fundamental principles of human rights and equality for women in our community.

What action (if any) could your department take to reduce gender discrimination?

* 9. In the past year, have you applied for a promotion with the City of Madison through a competitive hiring process?

- Yes
(Skip to the next page.)
- No
(Continue to question below.)
- Would rather not say
(Skip to page 8, Question 13.)

The following question is for those who answered "No" above.

10. What is the main reason(s) you did not apply for a promotion in the last year?

- I am content in my current position.
- I am waiting for a position to open up when someone leaves/retires from the City.
- There were no job opportunities that interested me.
- There is no further promotion potential for me at the City of Madison.
- Other (please explain)

The questions below are for employees who applied for a promotion in the past year.

If this is not relevant to you, please skip to the next page.

11. Please tell us how much you agree with the following statements:

| | Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree | N/A (Not applicable) |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------|
| I was given a fair opportunity to present my skills and qualifications. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The position details and requirements were clearly explained in the job announcement. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Human Resources staff treated me with courtesy and respect. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| All of the questions on the job test were relevant to the position. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The interview team treated me with courtesy and respect. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

12. Comments or suggestions to improve the hiring process (optional)

The questions below relate to the City's reclassification process.

Supervisors or employees may request a position study/ reclassification if a current job classification does not fairly or accurately outline position duties, compensation and/or qualifications.

* 13. In the past year, has a position study or reclassification occurred for your position with the City of Madison?

- Yes
(Skip to the next page.)
- No
(Continue to question below.)
- Unsure
(Skip to page 10, Question 17.)
- Would rather not say
(Skip to page 10, Question 17.)

The following question is for employees who answered "No" above.

14. What is the main reason your position was not studied and/or reclassified?

- It's not needed; the classification and compensation for my position is appropriate.
- A position study was already done recently (within the past three years).
- My supervisor or manager would not support a position study request.
- I don't know how the position study or reclassification process works.
- Other (please specify)

The questions below are for employees who have experienced the position study/ job reclassification process in the past year.

If this is not relevant to you, please skip to the next page.

15. Please tell us how much you agree with the following statements:

| | Strongly Disagree | Disagree | Unsure | Agree | Strongly Agree |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| I had a clear understanding of the position study/ job reclassification process. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My supervisor or manager supported my position study/ job reclassification. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| My supervisor or manager treated me with courtesy and respect throughout the process. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Human Resources staff treated me with courtesy and respect throughout the process. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The updated position description accurately reflects my duties and responsibilities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I am satisfied with the outcome of the position study/ reclassification process. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

16. Comments and/or suggestions to improve the position study process (optional)

The following questions cover a difficult topic: workplace harassment, bullying, and discrimination. Your participation is voluntary; please take breaks or skip questions as necessary. Your responses are confidential and anonymous.

Harassment and bullying may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Sexual harassment may include, but is not limited to, unwanted sexual attention, advances or coercion and other verbal or physical harassment of a sexual nature.

Discrimination is the unjust or prejudicial treatment of different categories of people, such as on the grounds of race, age, gender, or ability/disability.

* 17. In the past year, have you personally experienced workplace harassment, bullying, or discrimination as a City of Madison employee?

- No
(Skip to Question 28 on page 14.)
- Yes- One incident
(Continue to Question 18 on the next page.)
- Yes- Multiple incidents
(Continue to Question 18 on the next page.)
- Unsure
(Skip to Question 28 on page 14.)
- Would rather not say
(Skip to Question 28 on page 14.)

The questions below are for employees who have experienced workplace harassment, bullying, or discrimination in the past year. This information will be used to evaluate and improve the City of Madison's prevention and response procedures.

If this is not relevant to you, please skip to Question 28 on page 13.

18. What was the nature of the incident(s)?

- | | |
|--|--|
| <input type="checkbox"/> Sexual harassment | <input type="checkbox"/> Age-related harassment |
| <input type="checkbox"/> Gender-based harassment | <input type="checkbox"/> Disability-related harassment |
| <input type="checkbox"/> Race/ethnicity-based harassment | <input type="checkbox"/> Would rather not say |
| <input type="checkbox"/> Sexual orientation-based harassment | |
| <input type="checkbox"/> None of the above (please specify) | |

19. What was the job level of the person(s) responsible for the harassment, bullying, or discrimination?

- | | |
|--|--|
| <input type="checkbox"/> Peer | <input type="checkbox"/> Elected official |
| <input type="checkbox"/> Supervisor or manager | <input type="checkbox"/> Client or resident (Not employed by the City) |
| <input type="checkbox"/> Direct report | <input type="checkbox"/> Contractor or vendor |
| <input type="checkbox"/> Employee from a different City agency/ department | <input type="checkbox"/> Would rather not say |
| <input type="checkbox"/> Other (please specify) | |

*** 20. Did you report any of the incidents you experienced?**

- No
(Continue to Question 21 on the next page.)
- Yes- to a supervisor or manager in my department
(Skip to Question 22 on page 13.)
- Yes- to the Department of Civil Rights
(Skip to Question 22 on page 13.)
- Prefer not to say
(Skip to Question 28 on page 14.)
- Yes- to someone not listed
(Please specify and skip to Question 22 on Page 13.)

The questions below are for employees who have not reported their experiences with harassment, bullying and/or discrimination in the past year.

If this is not relevant to you, please skip to the next page.

21. What is the main reason you did not report the incident(s)?
(Choose all that apply.)

- I did not think it was serious enough to report.
- I preferred to handle the situation myself.
- I did not want anyone else to know.
- I did not think I would be believed.
- I did not want the person to get in trouble.
- I did not know where to go or who to tell.
- I did not trust the complaint and resolution process.
- I was concerned about being ostracized and shunned at work because I reported it.
- I thought it might hurt my career.
- Other (please explain)

22. If you experience a similar incident in the future, how likely are you to report it?

- Very likely
- Somewhat likely
- Unsure
- Somewhat unlikely
- Very unlikely

23. Comments (optional)

The questions below are for employees who have reported one or more incidents of harassment, bullying, and/or discrimination.

If this is not relevant to you, please skip to the next page.

24. Did the inappropriate behavior stop after you reported the incident(s)?

- Yes
- No, and the behavior got worse.
- No, but the behavior improved.
- Unsure
- No, the behavior stayed the same.
- Other (please explain)

25. How satisfied were you with:

| | Very unsatisfied | Unsatisfied | Neither satisfied nor unsatisfied | Satisfied | Very satisfied |
|---|-----------------------|-----------------------|-----------------------------------|-----------------------|-----------------------|
| The availability of information on how to file a complaint? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| How you were treated by personnel handling the complaint? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Being informed about the status of the complaint? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The amount of time it took to address the complaint? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The outcome of the complaint/investigation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

26. If you experience a similar incident in the future, how likely are you to report it?

- Very likely
- Somewhat unlikely
- Somewhat likely
- Very unlikely
- Unsure

27. Comments (optional)

* 28. In the past year, have you personally witnessed any workplace harassment, bullying, or discrimination as a City of Madison employee?

- No
(Skip to Question 33 on page 16.)
- Yes- One incident
(Continue to Question 29 below.)
- Yes- Multiple incidents
(Continue to Question 29 below.)
- Unsure
(Skip to Question 33 on page 16.)
- Would rather not say
(Skip to Question 33 on page 16.)

The questions below are for employees who answered "Yes" above.

This information will be used to evaluate and improve the City of Madison's prevention and response procedures.

29. What was the nature of the incident(s)?

- | | |
|--|--|
| <input type="checkbox"/> Sexual harassment | <input type="checkbox"/> Age-related harassment |
| <input type="checkbox"/> Gender-related harassment | <input type="checkbox"/> Disability-related harassment |
| <input type="checkbox"/> Race-related harassment | <input type="checkbox"/> Prefer not to say. |
| <input type="checkbox"/> Not listed (please specify) | |

Continued from previous page.

The questions below are for employees who have witnessed workplace harassment, bullying, or discrimination.

If this is not relevant to you, please skip to the next page.

30. What was the job level of the target--the person(s) receiving the harassment, bullying, or discrimination?

- | | |
|---|--|
| <input type="checkbox"/> Peer | <input type="checkbox"/> Vendor or contractor |
| <input type="checkbox"/> Supervisor or manager | <input type="checkbox"/> Client or resident (not employed by the City) |
| <input type="checkbox"/> Direct report | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Elected official | |
| <input type="checkbox"/> Other (please specify) | |

31. What was the job level of the person(s) who committed the harassment, bullying, or discrimination?

- | | |
|---|--|
| <input type="checkbox"/> Peer | <input type="checkbox"/> Client or resident (Not employed by the City) |
| <input type="checkbox"/> Supervisor or manager | <input type="checkbox"/> Vendor or contractor |
| <input type="checkbox"/> Direct report | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Elected official | |
| <input type="checkbox"/> Other (please specify) | |

32. How did you respond to the incident(s) you witnessed?

- I interrupted, intervened or disrupted the incident as it was occurring.
- I spoke privately with the person who was targeted about the incident.
- I spoke privately with the person who was responsible about the incident.
- I reported the incident.
- I did nothing.
- Other (please explain)

33. Please share any other comments you have below:

Demographic Questions

Data from this section will be used to gain additional insight through breakouts by categories such as department, gender and race.

MAC and WIC will never report data on a single respondent or breakouts for any groups of fewer than five people. We will ensure that results are only shared in an aggregated form that protects the anonymity of individual employees.

34. In which City of Madison agency, department, or division do you currently work?

Note: Small departments will be combined in reports to protect anonymity of respondents.

Prefer not to say

Department:

* 35. What is your gender?

Female

Non-binary/ third gender

Male

Prefer not to say

Prefer to self-describe:

* 36. Do you identify as transgender?

Yes

No

Prefer not to say

37. In your own words, please describe your race/ethnicity.

* 38. Which of the following best represents your race/ ethnicity? (Choose all that apply.)

White

American Indian or Alaskan native

Hispanic

Asian, Hawaiian or Pacific Islander

African American

Prefer not to say

Other (please specify)