CITY OF **MADISON**

Gender-Inclusive Workplace Initiative End of Year Summary

APM 2-52 Goal

To create an inclusive workplace for all City employees, regardless of gender by addressing the needs of transgender, gender non-conforming, and nonbinary employees, and to protect the legal rights and safety of all employees.

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Item 1: Be mindful that demographic data is sensitive information. Do not collect data when collecting or storing the data may cause harm to a marginalized population.

Results

The operations team, in collaboration with the resource team, developed Sex and Gender Data Recommendations which have been approved by Mayor, DCR and HR. The purpose of these recommendations is to measure our current state and progress towards creating an inclusive workplace and ensure we have accurate, equitable, and safe methods to collect gender-related data, and to evaluate existing parameters of data collection, sharing, and reporting. Implementation plans are being developed in 2025. Please see summary of recommendations as **Appendix A.**

Item 2: Create a Welcoming & Inclusive Workplace for Transgender, Gender Non-Conforming, Nonbinary Employees, & Members of the Public

Results

- **Organization Wide Employee Survey:** Consolidating employee-facing surveys with standardized action plans for all survey data to cultivate inclusive workplaces is underway as a 2025 HR Agency Work plan item. One organizational employee survey will be launched in June of 2025 to all City Staff. Questions on a welcoming and inclusive workplace environment for transgender, gender non-conforming, and nonbinary employees will be included. Leads of all Affinity Groups are being included in the planning and implementation of the survey.
- **Exit Survey Data results:** The intent of this survey which was launched in 2020 is to collect a standardized set of data from exiting employees. This offers employees the opportunity to complete a questionnaire covering their reasons for leaving, their opinions on their last position, and their opinions on working for the City of Madison. Survey invitations are sent to departing Permanent and Permanent Part-Time staff using information compiled from the Munis Employee Master File and the Termination Log.
  - o We have made progress in some areas, but there are still important improvements we need to focus on in creating a welcoming and inclusive workplace.

Exit Survey Data Results

Exit Survey Data Disclaimer: Any employee who was being discharged was not invited to participate as the events leading to their discharge would likely skew the answers they would provide.
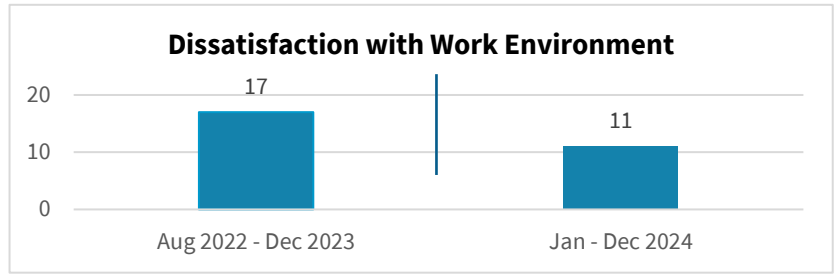
Reason for leaving: Dissatisfied with work environment.

August 2022 – December 2023
- Staff Completed N = 84
- 18 (21%(

January – December 2024
- Staff Completed N = 58
- 11 (19%)

Dissatisfaction with Work Environment

Aug 2022 - Dec 2023: 17	Jan - Dec 2024: 11

Did you experience harassment or discrimination while working for the city?
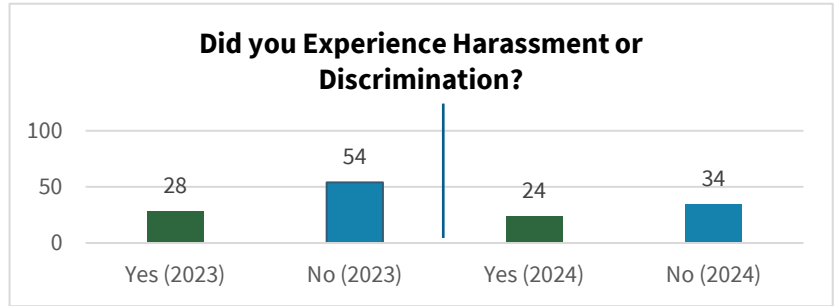
August 2022 – December 2023
Staff Completed N = 82
- No – 54 (64%)
- Yes – 28 (33%)

January – December 2024
Staff Completed N = 58
- No – 34 (58%)
- Yes – 24 (41%)

Did you Experience Harassment or Discrimination?

Yes (2023)	No (2023)	Yes (2024)	No (2024)
28	54	24	34

I felt welcome in my work unit:
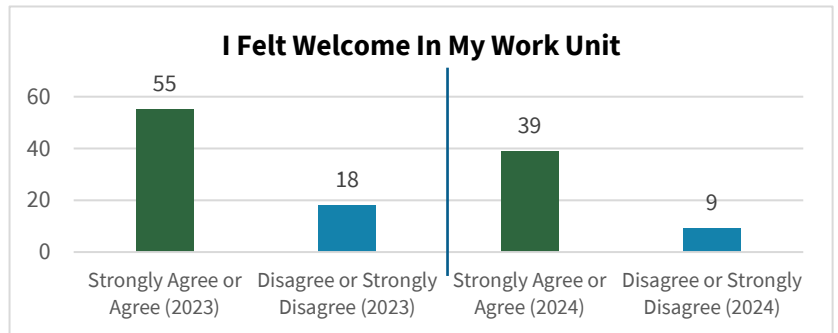
August 2022 – December 2023 N=81
Strongly Agree or Agree: 55 (65%)
Disagree or Strongly Disagree: 18 (21%)
January – December 2024 N=58
Strongly Agree or Agree: 39 (67%)
Disagree or Strongly Disagree: 9 (15%)

I Felt Welcome In My Work Unit

Strongly Agree or Agree (2023)	Disagree or Strongly Disagree (2023)	Strongly Agree or Agree (2024)	Disagree or Strongly Disagree (2024)
55	18	39	9

My department treated all employees fairly, regardless of race, age, religion, disability, gender, sexual orientation or ethnic background:
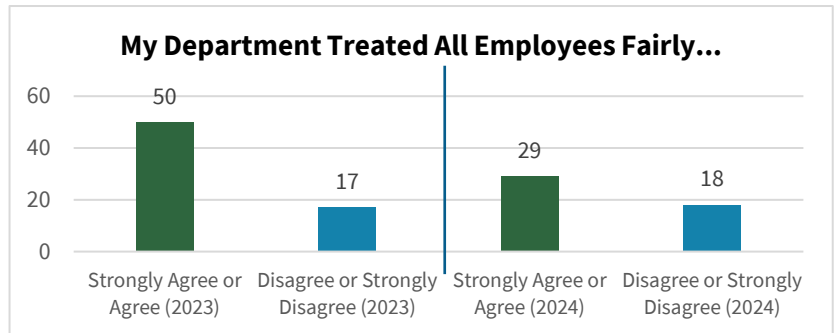
August 2022 – December 2023 N=81
Strongly Agree or Agree: 50 (60%)
Disagree or Strongly Disagree: 17 (20%)
January – December 2024 N=58
Strongly Agree or Agree: 29 (50%)
Disagree or Strongly Disagree: 18 (31%)

My Department Treated All Employees Fairly…

Strongly Agree or Agree (2023)	Disagree or Strongly Disagree (2023)	Strongly Agree or Agree (2024)	Disagree or Strongly Disagree (2024)
50	17	29	18

My department values diversity and differences in the workplace?

**August 2022 – December 2023 N=81**
Strongly Agree or Agree: 46 (55%)
Disagree or Strongly Disagree: 11 (13%)
January – December 2024 N=58
Strongly Agree or Agree: 34 (59%)
Disagree or Strongly Disagree: 8 (14%)

My Department Values Diversity & Differences…

Strongly Agree or Agree (2023)	Disagree or Strongly Disagree (2023)	Strongly Agree or Agree (2024)	Disagree or Strongly Disagree (2024)
46	11	34	8
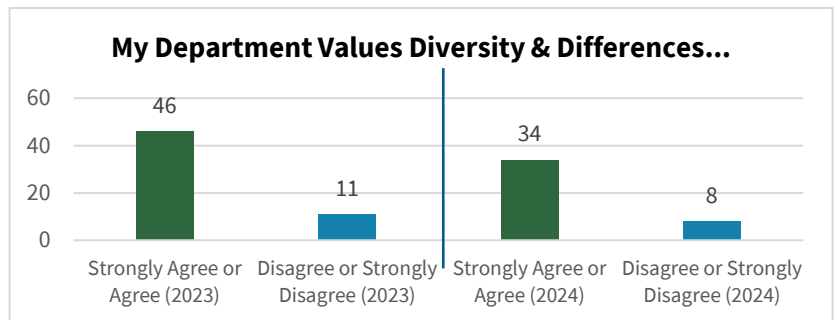
Item 3: Provide Quality Gender-Inclusive Workplace Training Courses Through HR-OD

Results

3 different courses were provided for all city staff in 2024, for a total of 13 course sessions:

1. Gender-Inclusive Language.
2. LGBTQ+ Part 1: Creating Inclusive Spaces, and LGBTQ+ Part 2: Contributing to Systemic Change – combined halfway through 2024 to one longer course. *Now called "Creating a Gender-Inclusive Workplace 101".*
3. Supervisors Building a Gender-Inclusive Workplace.

Change from 2023	Results	Additional Notes
▼	**178** total **attendees**	Attendees represented 27 different agencies
▲	**100% of respondents** reported that **they could apply what they learned in the course(s) to their work**	
▲	**96% of respondents** reported that the overall rating of the course was **good or excellent**	

Appendix A:

Recommendation	Current Situation	Reasons for Changing	Timing of Implementation
#1: Amend the current "gender" field in MUNIS to the following options: female, male, and "I choose not to answer." **Note:** per confirmation from Payroll, the field can be changed to be titled Sex in MUNIS but will still be titled "gender" in ESS due to system restrictions. Thus, we are not recommending changing the field title as well.	"Gender" field technically has three options (male, female, [blank]), but only the binary sex options are supported for City employees.	Align with APM 2-52 Language Guide recommendations, and with available, federally recognized options as outlined by the Centers for Medicare & Medicaid Services (CMS). Provide an equitable and safe option for nonbinary employees and transgender employees who have not legally transitioned to opt out of binary designation for records.	Implementation cannot happen until after the Department of Employee Trust Funds (ETF) debuts its new system, which is slated to occur in July 2025.
#2: Create a Personnel Action (PA) process in ESS whereby employees can submit updates to the sex marker on file for them in MUNIS/for City reporting. By this process, only HR Benefits team members and City Payroll would be notified of the request having been submitted, to limit access and protect confidentiality. When notified, HR Benefits staff will update the information on file with ETF (where applicable), and Payroll will approve the PA change in MUNIS.	Employees cannot self-select; any changes to sex ("gender") markers in MUNIS require intervention from HR and/or Payroll.	Provide an equitable and safe option for transgender and nonbinary employees to amend designations on file to the one most aligned with lived identity. PA process ensures that risk of sex ("gender") data discrepancies between City data and ETF data would be minimized, if not eradicated.	Implementation would likely wait until after ETF debuts its new system in July 2025, to ensure the "I choose not to answer" option is available.

#3: Configure MUNIS so that paystub emails pull from the surname field and not the first name field. **Note:** Not requesting for paystubs themselves at the advisement of Finance re: problems with financial institutions and/or IRS if name on paystub does not reconcile.	Paystub emails pull from the full legal name field, which means employees whose legal names are deadnames are deadnamed by these emails on a biweekly basis.	Align with City values of inclusion and belonging, and with APM 2-52.	Implementation in early 2025, after end-of-year busy season ends for Finance and Payroll.
#4a: Audit and restrict which City employees have access to demographic information in MUNIS.	Around 256 City employees have access to data on sex ("gender") and disability as stored in MUNIS.	Prioritize and protect confidentiality and privacy of medical data.	Audit in 2025, to be led by Benefits Supervisor and Occupational Accommodations Specialist.
#4b: Based on results of audit, mandate that all employees who retain access to demographic information in MUNIS be required to take the Handling Confidential Information course every 3 years.	Confidentiality training is recommended but not required.	Ensure employees with access to confidential data are adequately informed of their responsibilities re: protecting confidentiality.	Implementation may be dependent upon tracking in a future Learning Management System (LMS). While tracking may not be possible pre-LMS, after the audit is complete this could still be noted as a requirement.
Recommendations Not Being Made: At this time, we are **not** recommending that a pronoun field be implemented in MUNIS. While this field could be useful for Payroll, HR, and other City staff who communicate with and about a wide range of employees, APM 2-52 team members have raised safety concerns about the accessibility of this data, including its potential susceptibility to Open Records Requests. For the same safety reasons, we are **not** recommending that a separate, true Gender field be implemented in MUNIS.			

Looking for more details on APM 2-52 Efforts?

Reach out to InclusiveWorkplace@cityofmadison.com to get in touch with Inclusive Workplace Initiative Leaders.