

And, together, we have made much progress towards this goal.

Public Works Diversity Action Plan Accomplishments Custodial Services

JANUARY - DECEMBER 2006

Mission: To make Tempe the best place to live, work, and play.

Values: **People...Integrity...Respect...Openness...Creativity...Quality...Diversity**

Goals	Action Items (where appropriate, include dates, numbers & with whom)
1. Establish Positive and Open Relationships	Custodial Services
Conduct monthly 360 Custodial Services meetings	Employees - Jan, Feb, Mar, Apr, May Jun, Jul, Aug, Sep, Oct, Nov, Dec
Conduct monthly 360 Custodial Supervisor meetings	Supervisors, Deputy Mgr, Superintendent, SR.Mgt, Admin - Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Conduct weekly 360 Supervisor & Employee meetings	Steve F., Hector G. meet w/employees Bi-Weekly. Patricia A. meets weekly.
Provide for Quarterly Custodial Svcs. & Facility Management	April, August & November
Conduct weekly 360 Management/Admin	Every Wednesday.
Field Visits - Jennifer & Tom	April 27,2006 , August 31, 2006
Coordinate and facilitate PW's Sup. Workshops	PDP - March 2Supervisors, Deputy Mgr, Superintendent, SR.Mgt. - March 2 and June 1, 2006
	Civil Rights/EEOC - June 1
	GenderSmart - November 16
Establish PW's Workshop discussion with employees	Deputy Mgr, Superintendent, Supervisors , SR Mgt. & Employees
Successful implementation of PDP program	100% participation
Establish Custodial Job Description Task Force	Employees, Superintendent, SR Mgt.
Recognize Professional Admin Day	26-Apr-06
Provide for daily contact with Supervisors & Employees	Ongoing
Encourage Team Work	Teamwork when there are shortages

Goals	Action Items (where appropriate, include dates, numbers & with whom)
2. Promote Cross-training & Mentoring	
Supervisors rotated to different facilities	Steve Ferrell and Hector Gaspar switched July 10, 2006 Patricia Acala and Dave Koch switched July 24, 2006
City- wide mentoring program	Arnold Silvas participation in mentoring program as a Mentee - May 2006 Jennifer Adams participation in mentoring program as a Mentor - May 2006
Develop training tracking system	Review training report to ensure equity
Help to Develop and present PW 101 Presentation 11/1 & 12/7	Deputy Mgr. & SR. Mgt. and one CS employee
Establish Temporary Detail Traffic Operations	Discussion and implemented in January
Promote the Buddy system	Pair up more experienced custodian with new employees
Create the Custodial Admin Asst I position	Nov
Participate in the Hansen Users Conference Training	Rebecca Orta received training on to use a asset management and workorder software system
Encourage and promote Cross-training detail support Custodial & Facility	Field Operations Management Asst. cross training as SR. Mgt. Custodial cross-training in Traffic Ops.
Goals	Action Items (where appropriate, include dates, numbers & with whom)
3. Maintain Awareness of Appropriate and Legal Conduct	
Participate in Supervisor recruitments (2 each)	Diverse hiring panel
Participate in Custodial recruitments	Diverse hiring panel
Identify and Reclass CS to Admin Asst. Position	Diverse hiring panel and hired a CS employee
Participate in PW's Workshop discussion with	Deputy Mgr, Superintendent, Supervisors , SR Mgr & Employees - May
PW's Top Ten Priorities discussion with employees	Deputy Mgr, Superintendent, Supervisors, SR Mgr & Employees - July
Conduct Diversity Action Plan 360 discussion	Deputy Mgr, Superintendent, Supervisors , SR Mgr & Employees - July
Conduct PW's Goals 360 discussion	Deputy Mgr, Superintendent, Supervisors , SR Mgr & Employees - July
Conduct Safety Training 360 discussion	Deputy Mgr, Superintendent, Supervisors , SR Mgt & Employees - Montly
Read Rules and Regulations each meeting	Ongoing
Provide for Bi-Weekly 360 Supervisor and employee meetings	1-on-1 meeting regarding appropriate conduct and behavior

Goals	Action Items (where appropriate, include dates, numbers & with whom)
4. Continue to promote the mission of Recruitment Outreach Committee (ROC)	
Committee members	Deputy Mgr, Supervisor, SR Mgt. Participated in career fairs
Goals	Action Items (where appropriate, include dates, numbers & with whom)
5. Be Inclusive	
Monthly 360 Agenda's	Encourage employee participation and questions Email monthly agendas and minutes Invite Risk Manager and Speakers Invite SEIU Deputy Mgr. 1-1 meetings with employees Open discussion with all employees