

City of Tempe Financial Services Diversity Strategic Plan

Strategic Area	Program Strategies	Measure of Success
<p>1. Impartiality <i>Everyone has stereotypes and biases. Continuous education and open dialogue is needed to promote understanding and awareness of the biases that create barriers.</i></p> <p>Guiding Philosophies</p> <ul style="list-style-type: none"> • Everyone deserves respect • Respect must be shown in both words and actions • Don't allow bias to negatively influence relationships/ teamwork • Encourage employees to respect differences 	<ul style="list-style-type: none"> • Provide education on 1) what is bias (negative or positive), 2) how can bias be counterproductive in the workplace and 3) how can the department report/resolve negative bias • Openly discuss bias in division and departmental meetings as necessary • Encourage all employees to discuss/report <u>actual</u> or <u>perceived</u> bias in an open and safe environment (with supervisor, employee group representative, Human Resources, Diversity Office, department manager) with the goal of resolution • Ensure <u>consistent</u> application and periodic review of policies and procedures across all divisions within the department 	<ul style="list-style-type: none"> • Frequency and type of education provided to departmental employees • Frequency and type of education provided to departmental employees • Number of complaints received/number of resolutions • Review policies/procedures at supervisors' staff meeting
<p>2. Inclusion and Equity <i>An inclusive workplace encourages all employees to participate fully and contribute at their highest level. Inclusion promotes equity.</i></p> <p>Guiding Philosophies</p> <ul style="list-style-type: none"> • Give employees a greater voice in decision-making efforts • Each employee is valuable and contributes to the achievement of department goals • We all can learn much from one another; no one knows it all • Communication with one another is critical; let's communicate early, often and openly • Encourage the sharing of ideas/opinions • Encourage "open door" policy use by all employees whereby we <u>all</u> strive to make everyone feel comfortable discussing ideas, issues, opinions, etc.; we all can learn from one another 	<ul style="list-style-type: none"> • Managers/Supervisors - Conduct unplanned weekly field visits with employees at all levels in the department to facilitate <u>open</u> and <u>honest</u> communication • Department Manager - Hold monthly meetings with employee group representatives to discuss any issues • Managers/Supervisors - Hold monthly staff meetings • Recruitment - Hold Employee Selection Forums for applicable positions • Department Manager - Hold semi-annual meetings with all Departmental employees • Have informal gatherings (potluck, celebrations, etc.) • Employ teambuilding exercises in your workgroup staff meetings to promote unity between all employees • Department manager to annually meet one-on-one with each employee at their option 	<ul style="list-style-type: none"> • Frequency of visits • Number of meetings (did meeting take place?) • Number of meetings • Number of employees participating and open employee feedback • Number of employees participating • Open employee feedback • Open employee feedback • Teambuilding exercises conducted? • Number of meetings
<p>3. Healthy Networks <i>Effective workplaces help employees and managers move beyond their comfort zone, by creating opportunities for networking and systems for recruiting and promoting the best candidate.</i></p> <p>Guiding Philosophies</p> <ul style="list-style-type: none"> • Be aware at all times of "real" or "perceived" favoritism and take appropriate steps to avoid • Treat everyone fairly • Supervisors/Managers should avoid preferential treatment • Hire the best candidate for the job 	<ul style="list-style-type: none"> • Recruitment - Hold Employee Selection Forums as applicable • Recruitment - Consciously form diverse ad hoc interview panels • Encourage use of Performance Development Plans • Encourage/promote networking between all employees • Encourage all employees to discuss/report actual or perceived favoritism in an open and safe environment • Provide staff opportunities to lead projects 	<ul style="list-style-type: none"> • Number of employees participating and open employee feedback • Number of employees participating and open employee feedback • Number of PDP's • Participation in TPDC, mentoring programs and various committees • Number of reports of real or perceived favoritism and their resolution • Number of special projects assigned

