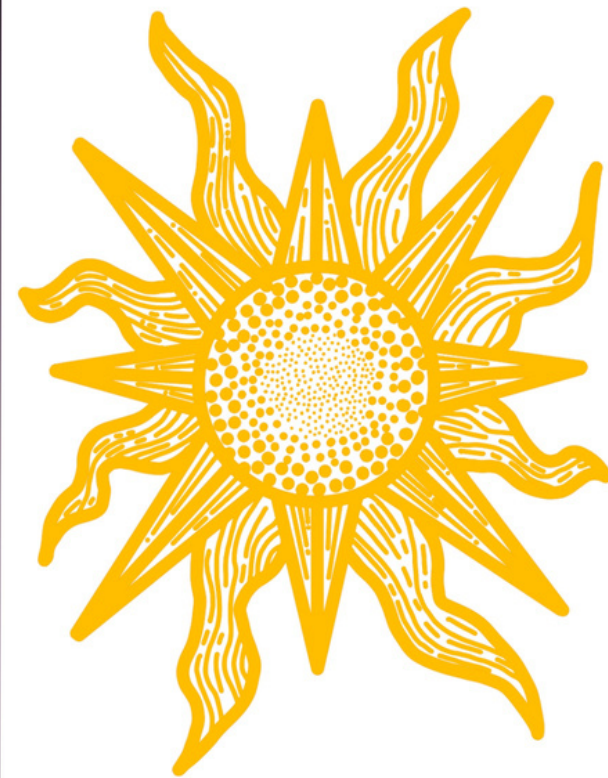


# Personnel Policies



DOES YOUR  
SICK LEAVE  
ENCOURAGE  
MENTAL  
HEALTH  
LEAVE?



WHO IS COVERED  
BY YOUR PARENTAL  
LEAVE? BIOLOGICAL  
PARENTS?  
ADOPTIVE  
PARENTS? THE  
UNMARRIED LONG  
TERM PARTNER OF  
SOMEONE WHO IS  
HAVING OR  
ADOPTING A BABY?

FEDERAL HOLIDAYS SUCH  
AS JULY 4TH OR COLUMBUS  
DAY IN PARTICULAR MAY  
BRING UP HISTORICAL  
TRAUMA FOR MARGINALIZED  
EMPLOYEES, PARTICULARLY  
BIPOC EMPLOYEES.  
CONSIDER ALLOWING  
EMPLOYEES TO TAKE A DAY  
THAT IS MORE MEANINGFUL  
TO THEM. FOR QUEER AND  
TRANS EMPLOYEES, THIS  
MAY INCLUDE TRANS DAY OF  
REMEMBRANCE, NATIONAL  
COMING OUT DAY,  
STONEWALL ANNIVERSARY,  
OR ANY OTHER DAY, FOR  
ANY REASON.



# Personnel Policies

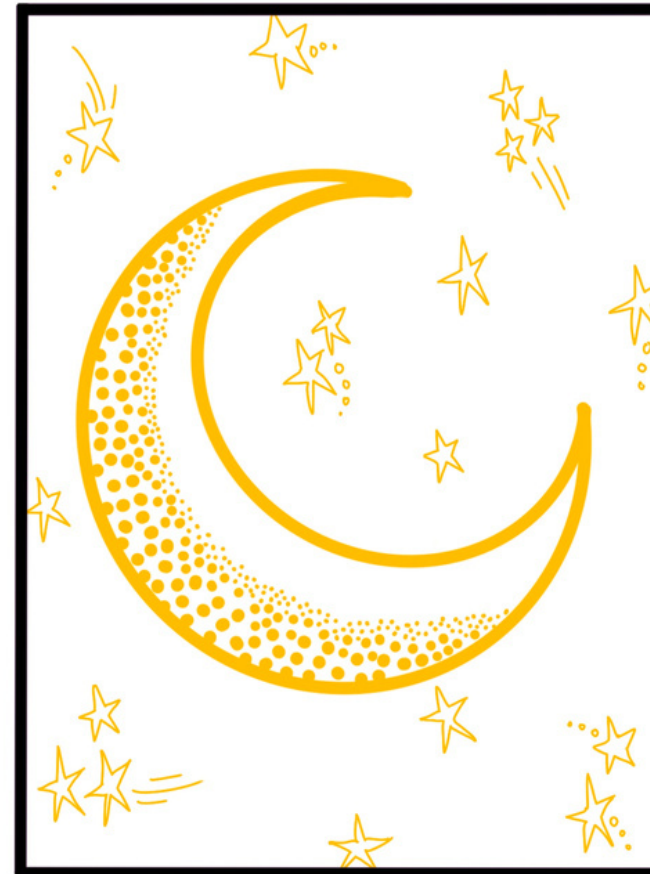


WHAT GRIEVANCE PROCEDURES DOES YOUR AGENCY HAVE IN PLACE TO ADDRESS INSTANCES OF HOMOPHOBIA AND TRANSPHOBIA?

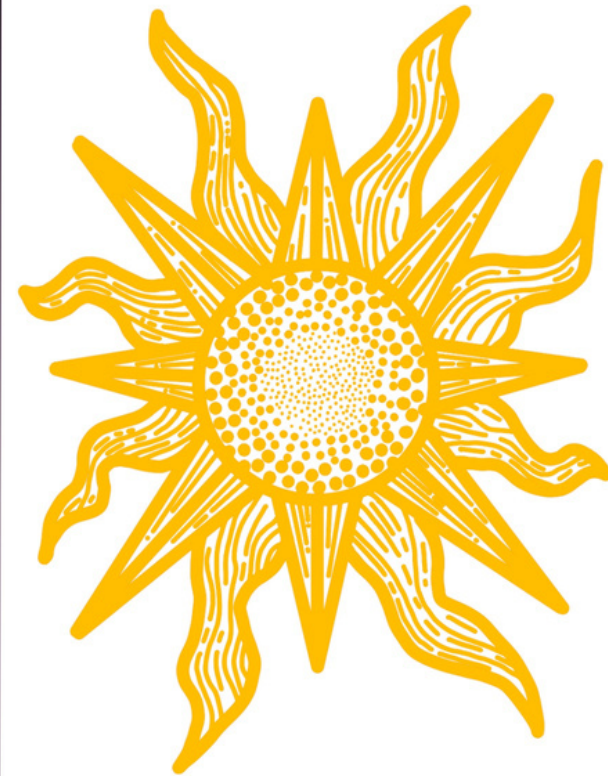
DOES YOUR AGENCY HAVE CAUCUSES FOR MARGINALIZED GROUPS, AND FOR THE PRIVILEGED GROUPS, ON HOW TO BE ALLIES?



DO YOUR ANTI HARASSMENT AND ANTI DISCRIMINATION POLICIES EXPLICITLY PROHIBIT HARM ON THE BASIS OF GENDER IDENTITY, GENDER EXPRESSION, AND SEXUAL ORIENTATION?



# Personnel Policies



HOW FLEXIBLE IS YOUR REMOTE WORK POLICY WHEN NOT IN A PANDEMIC? FOR EXAMPLE, IF A TRANS EMPLOYEE DIDN'T FEEL SAFE WORKING IN YOUR BUILDING DUE TO THE GENDER BATHROOM SET UP, HOW WILLING WOULD YOU BE TO ALLOW SOMEONE TO WORK REMOTE TO HAVE ACCESS TO A WORK SPACE THAT FEELS SAFE FOR THEM?

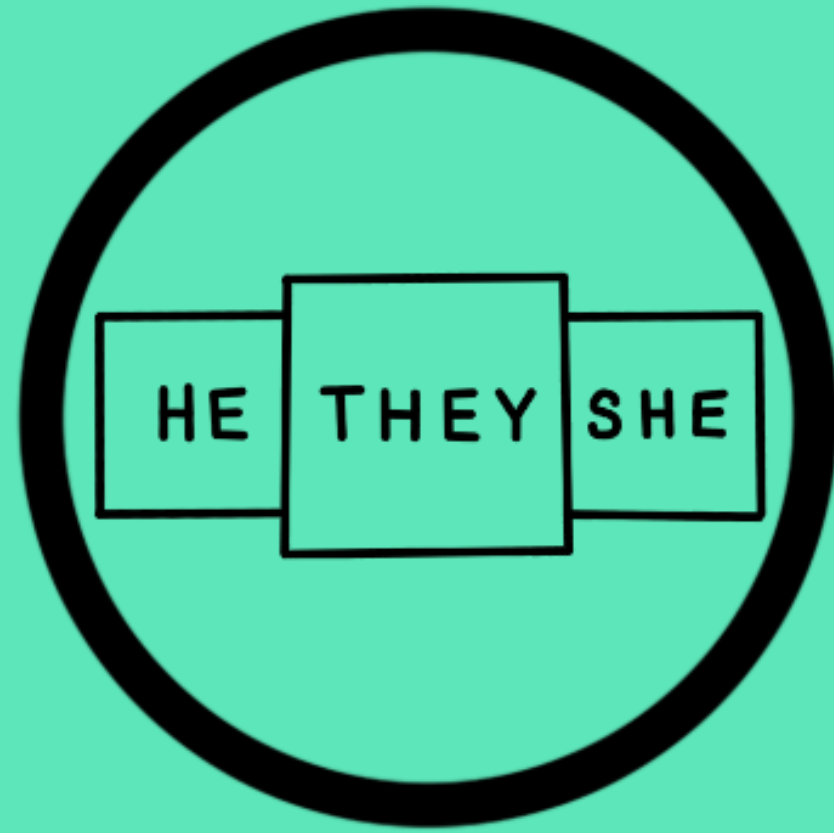


DOES YOUR INSURANCE COVER GENDER AFFIRMING SURGERY? WHAT ABOUT HORMONES OR OTHER GENDER-AFFIRMING MEDICATIONS? DO YOU HAVE FLEXIBLE SPENDING OPTIONS FOR NON-SYSTEMS BASED HEALTH AND WELLNESS MODALITIES?

CONSIDER OFFERING STAFF A MONTHLY SELF CARE STIPEND (OR ANNUAL). EXTRA PTO EACH MONTH FOR SELF CARE (E.G. ONE FRIDAY OFF A MONTH)



# Personnel Policies

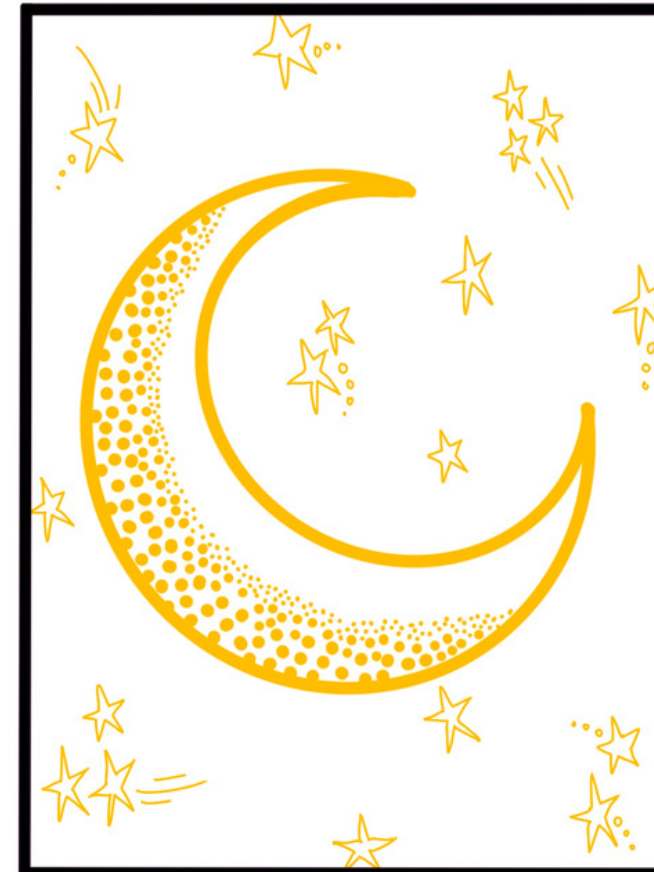


ARE THERE ANY PRONOUNS OR GENDERED LANGUAGE IN YOUR PERSONNEL POLICIES? CONSIDER DOING A REVIEW TO ENSURE ALL LANGUAGE IN YOUR MANUALS IS GENDER NEUTRAL

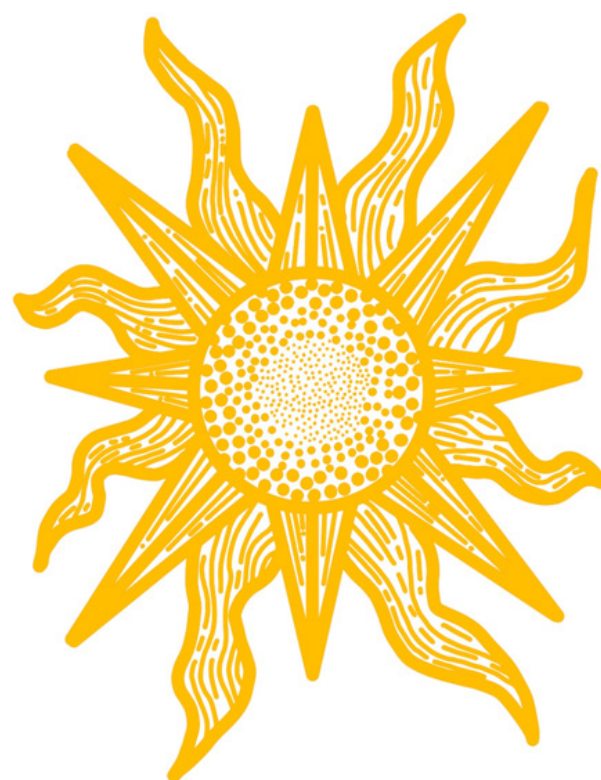
QUEER AND TRANS FOLKS ARE HISTORICALLY AND CURRENTLY UNDERPAID. PROVIDING A WORKPLACE THAT IS COMPETITIVE AND TRANSPARENT ABOUT THEIR PAY CAN BE VERY HELPFUL TO RECRUITING AND RETAINING QUEER AND TRANS EMPLOYEES. CONSIDER COMPARING YOUR SALARY RANGES TO THE LOCAL LIVING WAGE CALCULATOR, APPLYING FOR ADDITIONAL GRANTS TO INCREASE SALARIES, SEEKING FEEDBACK FROM STAFF, AND NORMALIZING COMMUNICATION ABOUT PAY.



CONSIDER WHO HAS RESIGNED FROM YOUR AGENCY IN THE PAST FEW YEARS. WHAT IDENTITIES DID THESE PEOPLE HOLD? DID THEY EXPRESS CHALLENGES WORKING AT THE AGENCY THAT WERE RELATED TO THEIR MARGINALIZED IDENTITIES? HOW CAN EMPLOYERS CREATE A SAFER ENVIRONMENT IN THE EXIT INTERVIEW FOR AUTHENTIC FEEDBACK ON AGENCY CULTURE?



# Personnel Policies



WHAT IS YOUR DRESS CODE FOR IN THE OFFICE? DOES IT PERPETUATE GENDER STEREOTYPES OR THE GENDER BINARY? DOES IT REINFORCE LOOKING PROFESSIONAL OVER EMPLOYEES BEING COMFORTABLE?



EVALUATE YOUR REMOTE WORK POLICY - SET UP, ACCESS TO TECHNOLOGY, OFFICE STIPEND, ETC. - IF THE PANDEMIC CONTINUES TO REQUIRE SOCIAL DISTANCING FOR ANOTHER YEAR OR TWO, DO YOUR EMPLOYEES HAVE WHAT THEY NEED?

HOW ARE YOU CREATING SPACE FOR EMPLOYEES IN SUPERVISION TO EXPRESS THEIR NEEDS FOR AN AFFIRMING WORK ENVIRONMENT? FOR EXAMPLE, IF AN EMPLOYEE IS EXPERIENCING GENDER DYSPHORIA, AND IT MAKES IT HARDER FOR THEM TO GET DRESSED IN THE MORNING, COULD YOU SUPPORT AN EMPLOYEE IN SCHEDULING MEETINGS FOR THE AFTERNOON SO THEY HAVE TIME TO GET TO THE OFFICE?

