

The background of the slide is a photograph of the Washington State Capitol building, featuring a large central dome and classical columns. A large, thin blue circle is overlaid on the image, framing the text. A yellow circle is positioned near the center of the blue circle, overlapping the building's facade.

Human Resources Management Report

Fiscal Year 2018

Office of Financial Management
State Human Resources

State of Washington

HR Management Report Customers

Leader Briefings

SHR Management Team
HR Managers
Deputies
The Governor's Office
HR Practitioners

Strategy Briefings

Disability Inclusion Network
Latino Leadership Network
Rainbow Alliance and Inclusion Network
Veterans Employee Resource Group
Washington Immigrant Network
Diversity Equity & Inclusion Council
Talent Management Council
Workforce Planning Committee
DES Small Agency Services

Other Reports

Strategy Briefing Roll-up
Statewide HRMR (Excel file)
Employee Engagement Survey
Results Washington Reviews
Legislative Requests

The HR Management Report includes data from 81 Executive Branch agencies.



65 agencies submitted reports



100% response rate from agencies with 100 or more employees
(39 of 39 agencies)



62% response rate from agencies with 100 or fewer employees
(26 of 42 agencies)



Inclusive and Respectful Work Environments

In response to the Governor's **inclusive and respectful work environment** memo from April 2018, we added the following questions to the HR Management Report survey:

<p>What strategies are incorporated into the on-boarding process?</p>	<p>What percentage of employees have completed:</p> <ul style="list-style-type: none"> Diversity Awareness training Sexual Harassment training Supervisor and Management Development
<p>Do your HR policies have specific language related to:</p> <ul style="list-style-type: none"> Affirmative Action Discrimination Diversity and Inclusion Equal Employment Opportunity Reasonable Accommodation Sexual Harassment Prevention Workplace Behavior/Civility 	<p>Could you provide data on:</p> <ul style="list-style-type: none"> Sexual harassment complaints Personnel investigations Discrimination complaints Grievances regarding workplace behavior Workplace behavior/respect in the workplace



Onboarding Strategies

Agencies report onboarding strategies that are **respectful, supportive, and inclusive.**



Ensure new hires are aware of policies and procedures for raising concerns and filing complaints.



Encourage managers to create onboarding plans with regular check-ins.



Integrate DEI into existing onboarding sessions.



Discuss organizational culture and how DEI is applied throughout agency.



Coach managers and team on how to welcome and respect each new hire.



Train new leaders on their role in creating a diverse, equitable and inclusive work environment.



Inform new hires about both internal and statewide business resource groups.



Create a separate onboarding session to orient new hires to DEI efforts.



Required Training

Average percentage of employees who have NOT completed training requirement:



Diversity Awareness



Sexual Harassment Awareness and Prevention for Managers

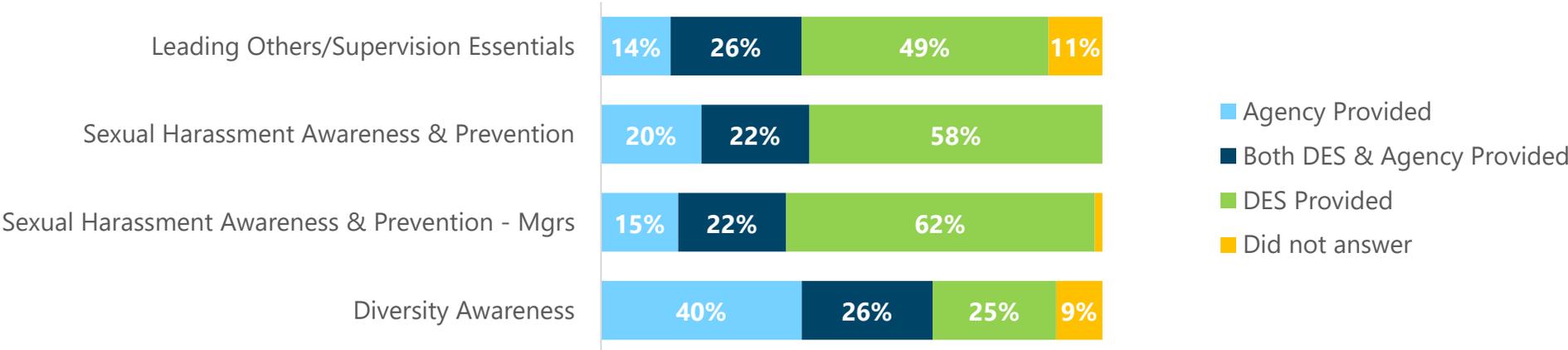


Leading Others/Supervision Essentials



Sexual Harassment Awareness and Prevention

Which version of training do your employees attend?





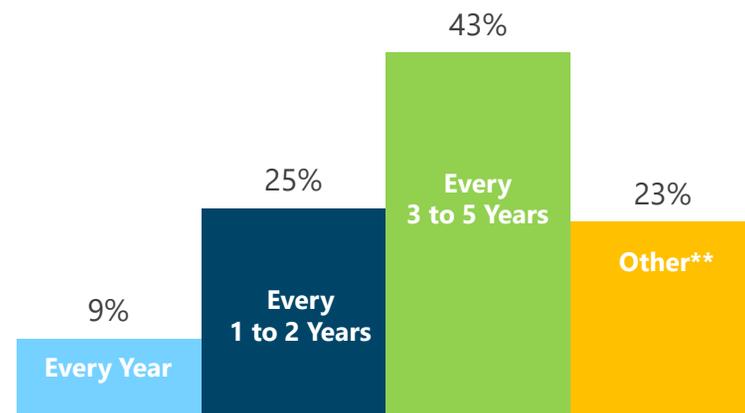
DEI Policies

Most agencies report HR policies with specific language relating to the **workplace environment**.

Percent of Agencies' HR policies with specific language related to:

100%	Sexual Harassment Prevention
97%	Discrimination
95%	Affirmative Action
95%	Reasonable Accommodation
92%	Equal Employment Opportunity
60%	Workplace Behavior/Civility
58%	Diversity and Inclusion

The majority of agencies review and update their **HR policies** every 3 to 5 years.



**Other:

- Review/update as needed or as rules change
- Will adopt a review policy going forward

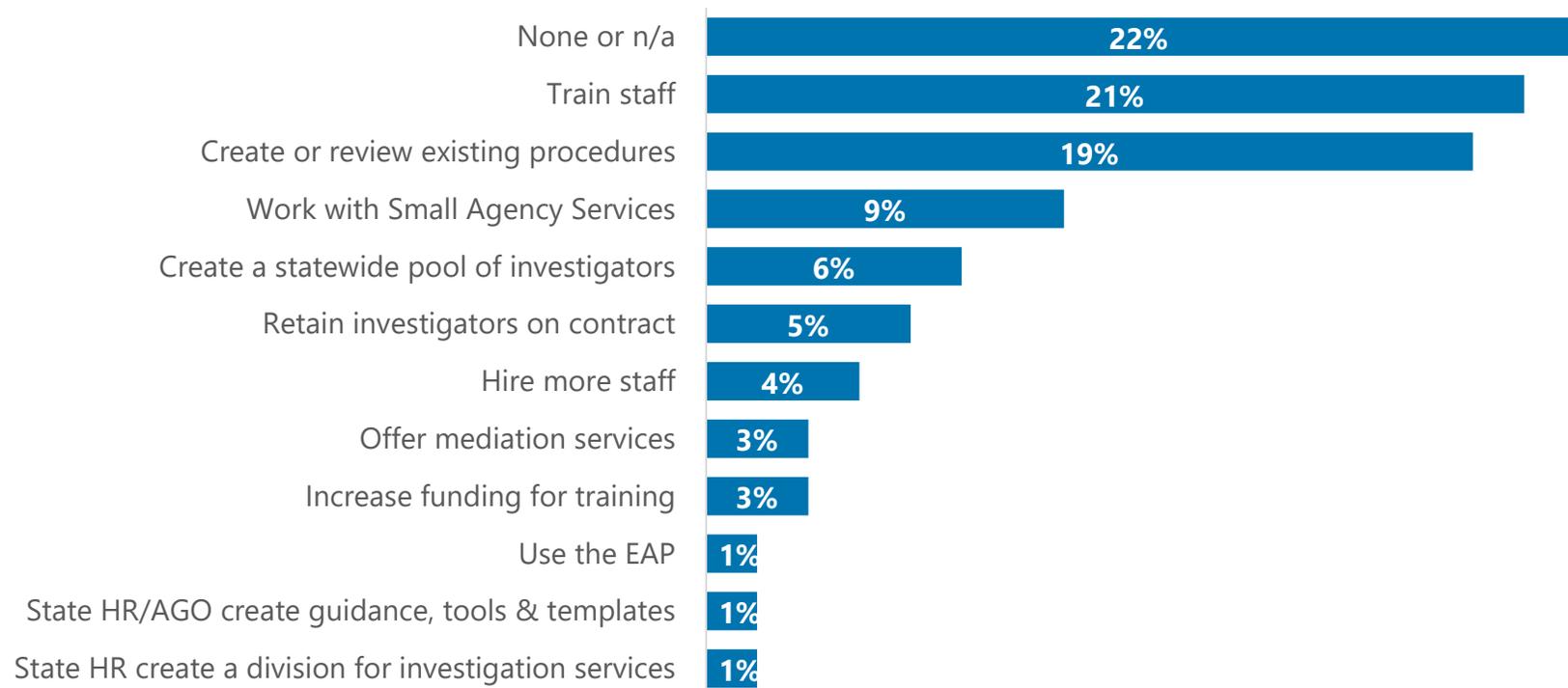
The image features a solid blue background. A large, light blue circle is centered on the page. Overlapping the bottom-right portion of this large circle is a smaller, light blue circle. The text "Data & Investigations" is written in a bold, white, sans-serif font, centered within the large circle. The ampersand is slightly smaller than the letters. The overall design is clean and modern.

Data & Investigations

Most agencies report no barriers to the resolution of complaints and personnel investigations.



Most agencies report training staff as the best way to address barriers to the resolution of **complaints and personnel investigations**.



Most agencies report they can provide **complaints and investigation data** upon request.

Percent of agencies able to provide data:





DEI Liaison Committees

The Governor's **inclusive and respectful work environment** memo from April 2018 led to the creation of three diversity, equity and inclusion liaison committees:

- ✓ Policy Committee
- ✓ Data and Investigations Committee
- ✓ Training Committee

- The committees include representation from all cabinet-level agencies
- They've established charters and deliverables
- Information gathered from agency HR staff has helped identify and refine priorities
- Committees are currently finalizing work plans and timelines for producing final reports
- Committees will connect with agencies as they develop recommendations and will do broad stakeholdering