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- hiring process
- benefits
- employee training
- complaint investigation and dispute resolution
- assistance with employee relations matters
- organizational improvement

Equity, Diversity, and Inclusion Committee

The Equity, Diversity, and Inclusion (EDI) Committee consists of staff from every division in TSLAC, but all TSLAC employees play a part in the creation of an even more successful workplace. Equity is about everyone being treated fairly (includes fair access to opportunities and advancement). Diversity is all the things that may differ among people (e.g., personality, life experience, education, age, gender, ethnicity, etc.). Inclusivity is having the opportunity to participate in an environment where there is mutual respect among members, everyone is valued, and their voices are heard. The EDI committee is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion so that everyone can realize and enjoy a healthy and prosperous work environment. TSLAC values and celebrates differences that make the agency vibrant and diverse. For more information, visit the [EDI Committee's webpage](#).

Stated Values of Organizational Culture

We respect and enjoy each other, the work we do, and the people we serve.

We are responsive to the needs of our customers.

We are ethical, honest, and accountable for our operations and our stewardship of public resources.

Human Resources

The human resources department provides support to the agency—both management and employees—in the following areas:

- TSLAC policies and procedures
- employee pay
- hiring process
- benefits
- employee training
- complaint investigation and dispute resolution
- assistance with employee relations matters
- organizational improvement

TSLAC Staff Equity Council

The Staff Equity Council (SEC) is a standing volunteer staff group formed to provide recommendations to TSLAC management on issues, activities, and goals related to internal equity, diversity, inclusion, and accessibility (EDIA). The SEC is not a policy-making body; rather, its purpose is to serve as a convener of topics and issues of interest to staff and to provide insights and recommendations to TSLAC management for consideration and/or implementation. The SEC will be asked for input on key areas of agency operations as they relate to creating and maintaining an environment that is respectful and inclusive for all current and future employees.

The SEC is not an arm of the agency's Human Resource Department and does not have responsibility for managing any employee-related complaints. The SEC Council is a forum for staff to discuss related issues for the consideration and potential action by management.

For more information, visit the [SEC webpage](#).



TSLAC Staff Equity Council

Structure

The Staff Equity Council (SEC) is a standing volunteer staff group formed to provide recommendations to TSLAC management on issues, activities, and goals related to internal equity, diversity, inclusion, and accessibility (EDIA).

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The SEC is not an arm of the agency's Human Resource Department and does not have responsibility for managing any employee-related complaints. However, the SEC Council is a forum for staff to discuss related issues for the consideration and potential action by management.

Council formation and meetings

The SEC will be formed by June 1, 2022, with nominations for membership taking place in May. Staff interested should complete the participation survey, and the EDIA Committee chair and Director will work with division directors to finalize council membership.

The SEC will be formed by up to ten staff volunteers, with the goal of having broad representation across divisions and facilities. Individuals will serve for a specified term of one year with the potential to serve up to two consecutive years. However, for the first council, half of the members will be asked to serve for 18 months to allow the council to have staggered terms so that future councils benefit from a continuity of membership. The current EDIA Committee will be superseded by the SEC and no longer exist after the initial SEC membership is finalized.

Each year, the Director in collaboration with the SEC will review the work of the Council to determine if the SEC charter and operations should be amended. The SEC will elect a chair and co-chair annually to lead and manage the functions of the council.

The Director and Librarian, General Counsel, and HR Manager will meet with the SEC Council at its quarterly meetings and provide updates related to EDIA initiatives and goals.

The agency's Equity and Inclusion Consultant may opt to attend quarterly meetings in an advisory capacity.

Charge

To collectively work to develop a strategic approach for goals and initiatives; support and advocate a shared vision and values around equity, diversity, inclusion, and accessibility through ongoing learning, facilitated discussions and dialogues, and staff engagement; and provide input on methods TSLAC management can use to foster an inclusive and welcoming workplace.

The Council shall provide advice on the following:

1. Sharing high-level, strategic reflections on EDIA-related priorities
2. Recommending training and learning opportunities
3. Reviewing policies, procedures, and programs
4. Recommending solutions to remove systemic and system barriers
5. Identifying and helping create new tools and opportunities for continued recruitment, retention, and advancement strategies
6. Identifying opportunities to implement improved communication strategies and outreach, including serving as liaisons to other staff committees, as deemed appropriate by the Director

Membership Responsibilities

The Staff Equity Council

The Council will meet at least once quarterly to consider at a minimum the following matters:

- 1) Discuss and provide feedback on assigned agency policies, documents, and practices. For example, TSLAC management may ask the Council to review certain documents (e.g., chapters 1 – 4 of the Employee Guide, sample job descriptions, and/or review of recruitment materials).
- 2) Recommend training opportunities for all levels of agency staff to the Director and Librarian, General Counsel, and HR Manager*.
- 3) Discuss any issues or concerns related to EDIA goals.
- 4) Identify and discuss needs, including the need for additional resources and plans.
- 5) Other business.
- 6) Draft minutes that will be made available to staff.

*Note: The Equity Council is not a forum for consideration of individual training opportunities, but rather consideration of training for all agency staff to further the understanding and values of EDI principles. Additionally, the Council is not a forum for consideration of individual employee complaints. Any such complaints should be addressed to the HR office.

The SEC chair and co-chair will be responsible for planning meetings, developing a plan for gathering staff input, assessing that input, and strategizing the work assignment. With the review and approval of the Director and Librarian and HR Manager, the SEC may recommend the creation of subcommittees. Subcommittees may be considered for work on targeted, discrete projects related to EDIA.

Director and Librarian, General Counsel, and HR Manager

The Director and Librarian, General Counsel, and HR Manager will be responsible for providing updates to the Council and staff on EDIA initiatives and goals and, in consultation with the administrative team, for determining what council recommendations to implement.

The Director and Librarian, General Counsel, and HR Manager will attend quarterly meetings and will be responsible for the following:

1. The continued planning and recruitment of agency staff members for TSLAC's SEC and implementation of the Council's recommendations.
2. Guiding the Administrative Team with identifying and developing an Equity, Diversity, Inclusion and Accessibility Plan, EDIA initiatives, and goals at Administrative Team Meetings (ATM) or determined by leadership.
3. Liaise between the Council and Administrative Team and determine direction/plan of action for issues brought up by Council.
4. Assist with planning trainings for managers and supervisors.

Logistics and Time Commitment

Each member of the Council shall be authorized 12 hours of work time per quarter to complete the work of the Council, including participating in the quarterly meeting and conducting any review, research, or discussion as determined by the chair, co-chair, and council.

The agency's administrative team will dedicate time to review the work of the SEC, participate in needed work, and implement approved agency initiatives. The director will work with the division directors to ensure that Council members time is adequately tracked and supported.

SEC members are expected to attend the quarterly meetings, participate in the council's activities, and complete any areas of research and work assigned.

The Director and Librarian, General Counsel, and HR Manager will provide quarterly updates on goals and initiatives and participate in the work of the SEC.

Council Member Requirements

- Committed to improving workplace environment and EDIA initiatives.
- Willing to participate in discussion around potential difficult conversations.
- Be approved for this work by their division director.
- Not currently on a performance improvement plan.
- Complete work assigned through the Council process.

Sarah I. Swanson

Subject: Leadership EDI Training with Elaina Norlin
Start: Thu 6/24/2021 10:30 AM
End: Thu 6/24/2021 12:00 PM
Recurrence: (none)
Categories: EDI internal Work

Topic: Leadership EDI Training with Elaina Norlin

Join Zoom Meeting

<https://zoom.us/j/95667273392>

Meeting ID: 956 6727 3392

One tap mobile

+13462487799,,95667273392# US (Houston)

+14086380968,,95667273392# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 956 6727 3392

Find your local number: <https://zoom.us/u/ac8PCMvwez>.

Organizational Climate, Norms and Culture

Elaina Norlin



Organizational Climate

Workplace
engagement/
disengagement

Feelings and
Emotions

“Fixes” cannot
provide long
term change

Not fluid (silos)

What is on the
surface
(reaction)

DEI /EDI work

Organizational Cultural Norms

Collective belief system that forms elements of climate

Day to day operations

Policies, procedures, strategic plans, vision statements

Dictates how groups function

Normalcy or "norms" (dysfunction)

Organizational Culture

Unwritten rules and expectations

Takes time to understand

Trauma and previous injustices

Deeply entrenched (status quo)

Powerfully shapes climate

Usually at odds with
change/defensiveness





Organizational Culture

Recruiting a Diverse Workforce?

Organizational Norms:

EDI Plans
Checklists, Training

Organizational Culture:

Internal hires,
cultivation,
networks

Organizational Climate:

Lack of trust,
apathy,
frustration

Recruiting a Diverse Workforce?

Organizational Norms:

EDI Plans
Checklists, Training

Organizational Culture:

Scarcity, limited
resources

Organizational Climate:

Lack of trust,
apathy, stress,
anxiety

Retaining a Diverse Workforce?

Organizational
Norms

Annual climate
surveys,
performance
evaluations

Organizational
Culture

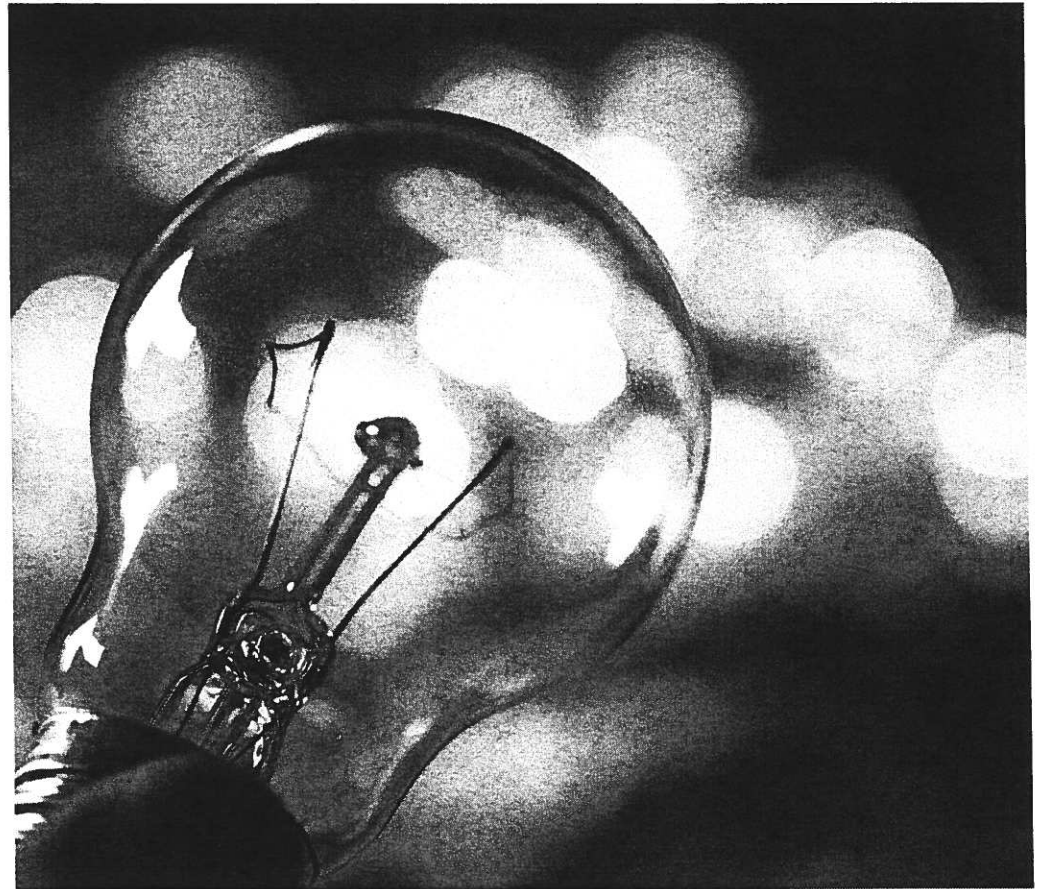
Toxic leaders,
favoritism, conflict
avoidance,
retailation

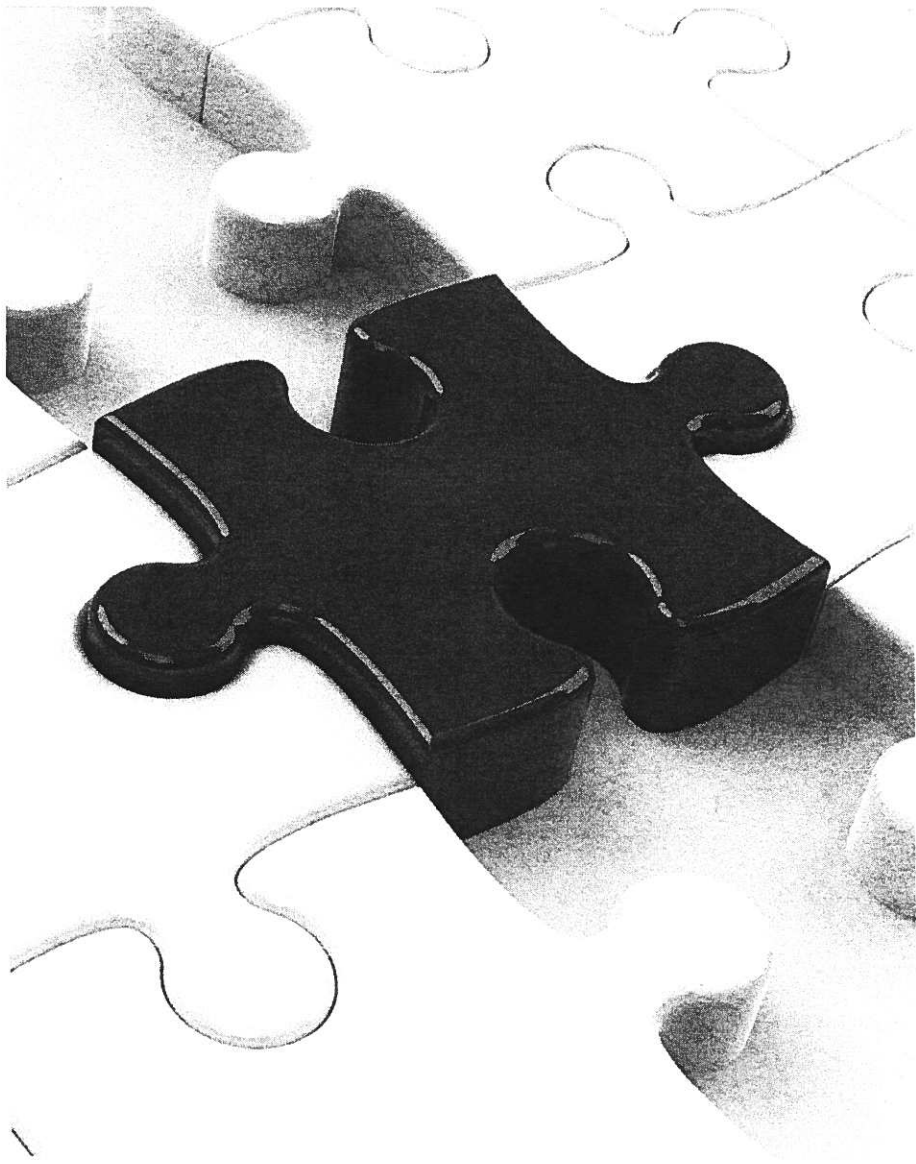
Organizational
Climate

apathy, distrust,
frustration,
turnover

Climate/Culture

- + Power Balance/Imbalance
- + Communication/Conflict Avoidance
- + Teamwork
- + Scarcity
- + Perfectionism
- + Trust





Exercise

- + Let's review the vision statements
- + Talk through when climate/culture/norms are not in alignment
- + Where/who is in charge or maintaining status quo