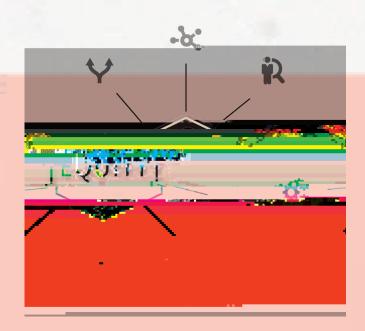# INC EA ING E I A HE O KPLACE

EMPLOYEE RESOURCES AND SUPPORTS SYSTEM TOOLKIT

EP :
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Employee Resources and Supports System

5.0 Introduction

This section of the Toolkit for the Employee Resources and Supports System helps your organization get ready to implement a pilot of an innovation that can strengthen the equity of your Employee Resources and Supports System.
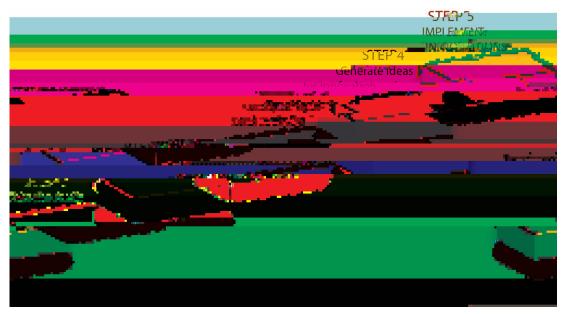

Figure 12: Step 5 of the Employee Resources and Supports System Toolkit

5.1 Roles and Responsibilities

The members of your Equity Initiative Committee will make recommendations about metrics and the plan for implementation of the pilot innovation.

It is likely that the success of the pilot will be enhanced if the leader(s) of your Equity Initiative consult(s) with people who might directly or indirectly a ect the implementation of the pilot – people such as supervisors, HR specialists, and members of your Strategic Operations Department.

5.2 Step 5 Tasks

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Task 1: Adopt Metrics for Possible Innovation in the Employee Resources and Supports System.

Your organization might select one or more of the measures listed in Figure 13 below to gauge the success of changes made to your Diversity-Equity-Inclusion strategies

B (%)	M C	A (%)
	% of employees using different types of employee resources and support, analyzed by demographic and social identity groups (as data are available).	
	% of employees reported that they are "satisfied/very satisfied" with different types of employee resources and supports available to them, analyzed by demographic and social identity groups (as data are available).	

Figure 13: Sample Metrics

Employee Resources and Supports System Toolkit Worksheet #11
Your Ideas for Metrics

Directions:

The members of your Equity Initiative Committee can use the worksheet below to begin to plan for data collection that can help your organization assess the effectiveness of your pilot innovation.

The Leader(s) of your Equity Initiative Committee could invite top managers to suggest metrics that are important to strategic business goals and objectives.

	How will information be gathered?	What is the timing/frequency of data collection?	Who will be responsible for gathering the data?
Metric 1:			
Metric 2:			

Task 2: Monitor the Implementation

Your organization will want to gather information about things that have gone well/not well with the pilot.

In addition, your organization might find it helpful to consider whether the innovation that you introduced has had an impact on other Levers for Change in the equity of your Employee Resources and Supports System. For example, if the pilot innovation tested by your organization focused on the assignment of oversight roles and accountabilities for employees' fair access to employee resources and supports, your organization might want to think about whether it should adopt an innovation related to data collection (that is, the Planning and Evaluation Lever for Change) in the Employee Resources and Supports System. (See Figure 14.)

Figure 14: Impact of Innovations on Levers for Change

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Employee Resources and Supports System

Employee Resources and Supports System Toolkit Worksheet #12
Impact of Innovation on Other Levers for Change – New Opportunities for Increasing Equity

> **Directions:**
> Use the worksheet below to record your thoughts about how the pilot innovation you introduced might have "opened doors" for innovation in each of the Levers for Change.

	Levers for Change	If "yes," what was the impact of the innovation on other Levers for Change?	If "yes," are there additional opportunities for strengthening equity of your organization's Employee Resources and Supports System using other Levers for Change?
	Did your organization make a change in employee resources and supports Policies? _____ No _____ Yes		
	Did your organization make a change in employee resources and supports Practices? _____ No _____ Yes		
	Did your organization make a change in Planning and Assessment (e.g., data collection) related to employee resources and supports ? _____ No _____ Yes		
	Did your organization make a change in Roles and Accountabilities for the equity of employee resources and supports? _____ No _____ Yes		
	Did your organization make a change in workplace Culture related to employee resources and supports? _____ No _____ Yes		
	Did your organization make a change in workplace Climate of inclusion related to employee resources and supports? _____ No _____ Yes		
	Did your organization make a change in Communication related to employee resources and supports? _____ No _____ Yes		

Employee Resources and Supports System

Task 3: Consider How Your Innovation in the Employee Resources and Supports System Might Have Affected Other Employment Systems

As suggested by Figure 15, innovations introduced to your organization's Employee Resources and Supports System might affect some of the other employment systems. For example, your organization might change some of its benefits options if employees are allowed to work remotely (for example, resources for a home office, etc.).

Separation

Job Structures

Promotion

Recruitment & Hiring

EMPLOYEE RESOURCES AND SUPPORT

Performance Assessment & Feedback

Compensation & Benefits

Training & Career Development

Orientation & Onboarding
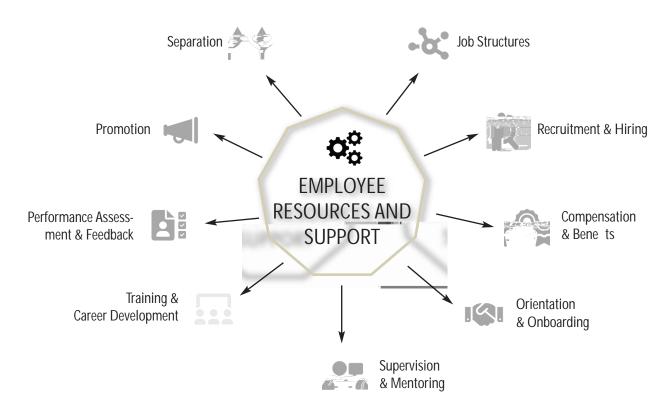
Supervision & Mentoring

Figure 15: Connecting Innovation in Employee Resources and Supports to New Opportunities for Change in Other Employment Systems

The members of your Equity Initiative Committee can discuss whether the innovation introduced into your Employee Resources and Supports System "spilled over" into any other employment systems. Record their observations below.

_____

_____

_____

Employee Resources and Supports System

Task 4: Make Recommendations for Permanent Adoption of Innovations in Employee Resources and Supports

Employee Resources and Supports System Toolkit Worksheet #13
Communicating Success

> **Directions:**
>
> In consultation with the members of the Equity Initiative Committee, the Leader(s) should prepare communications that share messages about the success of the pilot, as well as opportunities for improving the equity of the Employee Resources and Supports System at your organization.

Who is the "target audience" (for example, top management, supervisors, employees, HR, etc.)?	What are the most important messages you should share with them?	When should the messages be sent?	How should the messages be delivered (and by whom)?

Congratulations for navigating your way toward increased equity in the Employee Resources and Supports System at your organization!