REPORT ON THE STATUS OF WOMEN IN BLOOMINGTON AND MONROE COUNTY
CITY OF BLOOMINGTON COMMISSION ON THE STATUS OF WOMEN

ADDENDUM TO "EMPLOYMENT, EARNINGS AND THE WORKPLACE"

QUALITY OF THE WORKPLACE FOR WOMEN

The City of Bloomington Commission on the Status of Women is studying the current status of women in Bloomington and Monroe County in the areas of: Economics, Employment and the Workplace; Political Participation and Leadership; Education; Victimization, Rights and Justice; and Health and Well-Being. This report on the Quality of Workplace for Women, is intended to provide additional information on the status of Bloomington women in the area of "Economics, Employment and the Workplace," one topical section of the "Report on the Status of Women in Bloomington and Monroe County" issued by the Commission earlier in 2005.

The campaign to identify women-friendly workplaces began as an approach to stop sexual harassment and other workplace abuses. Because of harassment and abuse, women and people of color are sometimes knocked out of the running for promotions, higher-paying jobs, and professional development experiences. The initiative has expanded to end all forms of workplace discrimination and abuse and to encourage employers to have more women- and family-friendly policies and practices, free of discrimination based on sex, race, sexual orientation, age, marital or family status, pregnancy, parenthood, disability or size. Women-friendly workplaces also ensure that any allegation of sexual or racial harassment, sexual assault and sex and race discrimination are promptly and thoroughly investigated. In addition,

workplaces should support all employees in their efforts to balance work and family responsibilities.

The Commission is partnering with the Diversity Committee of the Greater Bloomington Chamber of Commerce to conduct a review of women friendly practices among Bloomington employers. The intent of this review is to identify general practices and areas for improvement in our businesses community. Further documentation of practices and policies that contribute to a women-friendly workplace will be done for employers that appear to be more women-friendly through this review.

WOMEN- / FAMILY-FRIENDLY EMPLOYER SURVEY

The quality of the workplace for women is being assessed using an employer survey developed by the Commission on the Status of Women, to assess organizational personnel policies and practices supportive of women and families by employers in the city of Bloomington (see Appendix A).

Study Method and Employer Response Rates

The survey was mailed to a total of 194 Chamber of Commerce member businesses with 50 or more employees (for purposes of this survey identified as "Large Employers"), and 88 member businesses with fewer than 50 employees ("Small Employers"). The survey was also made available on the City of Bloomington's Web site, and publicized via a news release in the Herald-Times. For this review, a total of 24 returned surveys are available from Large Businesses, and 15 surveys are available from Small Businesses. The Commission will contact the Small Businesses which have not responded. (Large Businesses were also given a second

opportunity to respond to the survey). When Small Businesses have had the opportunity to respond to the second request for survey completion, this data will be updated and analyzed.

Organizational Size: Number of Employees of Survey Respondents

	Overall (n=39)		**As percentage of sample of small employers** *Defined as 49 or fewer employees* (n=15)		**As percentage of sample of large employers** *Defined as 50 or more employees* (n=24)	
	Number	*Percent*	*Number*	*Percent*	*Number*	*Percent*
1 to 4 employees	0	-	0	-		
5 to 9	1	2.6%	1	7%		
10 to 19	0	-	0	-		
20 to 49	14	36%	14	93%		
50 to 99	8	21%			8	33%
100 to 249	10	26%			10	42%
250 to 499	4	10%			4	17%
500 to 999	1	2.6%			1	4%
1,000 to 2,499	0				0	-
2,500 or more	1	2.6%			1	4%

Survey Respondents' Type of Business, Overall and by Employer Size

	Small Employers: (n=15)		**Large Employers:** (n=24)	
	Number	*Percent*	*Number*	*Percent*
Retail Trade	1	7%	3	13%
Wholesale Trade	0	-	0	-
Construction	0	-	1	4%
Manufacturing	3	20%	2	8%
Transportation, Warehousing	1	-	0	-
Mining	0	-	0	-
Governmental Unit	0	-	0	-
Finance and Insurance	1	7%	0	0%
Professional, Scientific and Technical Services	2	13%	1	4%
Real Estate, Rental, Leasing	1	7%	0	-
Management of Companies and Enterprises	0	-	0	-
Utilities	1	7%	0	-
Information	0	-	1	4%
Educational Services	1	7%	2	8%
Health Care and Social Assistance	1	7%	11	46%
Accommodation and Food Services	1	7%	2	8%
Arts, Entertainment and Recreation	0	-	0	-
Other	2	13%	1	4%

The categories that were used to classify employer types are based on U.S. Census methodology, for purposes of comparison with other data sets.

Percentages of Employees by Gender, and Employees in Managerial/ Professional/ Leadership Positions by Gender, by Employer Size

	Large Employers		**Small Employers**	
	Males	**Females**	**Males**	**Females**
Employees	42.9%	57.1%	48.2%	51.8%
Employees classified in "Managerial/ Professional/Leadership" positions	43.4%	56.6%	50.8%	49.2%

Employers' Responses: ***"Have you reviewed your salaries recently to see if male and female employees doing similar work are receiving equal compensation?"***

	Large Employers		**Small Employers**	
	Number	*Percent*	*Number*	*Percent*
Yes	13	54.2%	11	73.3%
No	9	37.5%	4	26.7%
Not applicable*	1	4.2%	0	-
No answer	1	4.2%	0	-

**99% of employees are females.*

Number of Employers by Employer Size Offering Services/Options/Policies Below

	Workplace-Sponsored Childcare	Childcare Vouchers	Flexible Scheduling	Job Sharing	Continuing Education Opportunities	Maternity Leave	Paternity Leave	Health Insurance	Birth Control Coverage	Childbirth Coverage	Infertility Treatment Coverage	Pregnancy Termination Coverage
LARGE EMPLOYERS *Number*	2	0	20	11	15	23	18	24	19	21	3	10
Percent	8.0%	0.0%	80.0%	44.0%	60.0%	92.0%	72.0%	96.0%	76.0%	84.0%	12.0%	40.0%
SMALL EMPLOYERS *Number*	1	0	3	2	3	3	2	3	2	2	1	0
Percent	7.1%	0.0%	21.4%	14.3%	21.4%	21.4%	14.3%	21.4%	14.3%	14.3%	7.1%	0.0%

Employers by Employer Size Reporting to Have Policies in Writing Below:

	Affirmative Action Plan	Sexual Harassment Policy	Policy regarding violence against women	Policy prohibiting discrimination on basis of sexual orientation	Promotion plan for women	Development plan for women
LARGE EMPLOYERS *Number*	13	23	11	19	5	6
Percent	52%	92%	44%	76%	20%	24%
SMALL EMPLOYERS *Number*	8	14	6	12	1	1
Percent	57%	100%	43%	86%	7%	7%

APPENDIX A

BLOOMINGTON COMMISSION ON THE STATUS OF WOMEN
Community and Family Resources Department
City of Bloomington
P. O. Box 100, Bloomington, IN 47402
www.bloomington.in.gov/cfrd

The Bloomington Commission on the Status of Women is conducting a survey of employers in Bloomington to assess organizational personnel policies and practices supportive of women and families. Please take a few minutes to provide us with information about your organization. ***The Commission will be issuing a report summarizing the results of this survey but we will keep information about specific employers confidential.*** Thank you very much in advance for your time and consideration.

1. How many employees does your organization have?

1 to 4 ❑	10 to 19 ❑	50 to 99 ❑	250 to 499 ❑	1,000 to 2,499 ❑
5 to 9 ❑	20 to 49 ❑	100 to 249 ❑	500 to 999 ❑	2,500 or more ❑

2. Approximately what percentage of your employees are women? _____%

3. Which of the following categories best describes your organization?

❑ Retail Trade	❑ Governmental Unit	❑ Information
❑ Wholesale Trade	❑ Finance and Insurance	❑ Educational Services
❑ Construction	❑ Professional, Scientific and Technical Services	❑ Health Care and Social Assistance
❑ Manufacturing	❑ Real Estate, Rental, Leasing	❑ Accommodation and Food Services
❑ Transportation, Warehousing	❑ Management of Companies and Enterprises	❑ Arts, Entertainment and Recreation
❑ Mining	❑ Utilities	❑ Other (Please specify) _____

4. Does your organization provide any of the services/options/policies below?

a.	Workplace-sponsored childcare	Yes ❑	No ❑	
b.	Childcare vouchers	Yes ❑	No ❑	
c.	Flexible scheduling	Yes ❑	No ❑	
d.	Job sharing	Yes ❑	No ❑	
e.	All employees afforded continuing education opportunities	Yes ❑	No ❑	
f.	Maternity leave	Yes ❑	No ❑	Duration _____
g.	Paternity leave	Yes ❑	No ❑	Duration_____
h.	Health insurance coverage	Yes ❑	No ❑	
i.	Birth control coverage	Yes ❑	No ❑	
j.	Childbirth coverage	Yes ❑	No ❑	
k.	Infertility treatment coverage	Yes ❑	No ❑	
l.	Pregnancy termination coverage	Yes ❑	No ❑	

Comments: _____
_____
_____

5. **What have you done to ensure that your employee benefits apply equally to male and female employees?**
_____
_____
_____

6. **Does your organization have any of the following policies?**

		Written Policy		Training on Policy	
a.	Affirmative Action Plan	Yes ❑	No ❑	Yes ❑	No ❑
b.	Sexual Harassment Policy	Yes ❑	No ❑	Yes ❑	No ❑
c.	Policy regarding violence against women	Yes ❑	No ❑	Yes ❑	No ❑
d.	Policy prohibiting discrimination on the basis of sexual orientation	Yes ❑	No ❑	Yes ❑	No ❑
e.	Promotion plan for women	Yes ❑	No ❑		
f.	Employee development plan for women	Yes ❑	No ❑		

Comments: _____
_____

7. **Anti-Discrimination Policy**

How are your policies communicated to employees? If an allegation of any of the above types of discrimination is made, what is your process for handling it? Is there any required time line for this process?
_____
_____
_____

8. **Please provide examples of your organization's programs or policies that are intended to address the issue of equivalent pay and promotion opportunities for male and female employees. Do you have policies that address income equity between men and women?**
_____
_____
_____

9. **Have you reviewed your salaries recently to see if male and female employees doing similar work are receiving equal compensation?** Yes ❑ No ❑

10. **Of the total number of managerial/professional/leadership positions in your organization, please provide the approximate percentage held by males and the approximate percentage held by females:**

Male _____% Female _____%

If you have additional comments, please provide them in the space below. Please attach additional paper if you wish.
_____
_____

Thank you very much for your participation. May we contact you for additional information or clarification?

Organization Name _____
Contact Person/ Telephone No. _____

APPENDIX B

Responses to Survey Question #5: "What have you done to ensure that your employee benefits apply equally to male and female employees?"

All benefits are available to all employees. Everyone is included in meetings, etc.
All of our employee benefits are the same for men and women.
Benefits are based on full-time status regardless of gender.
Benefits are not gender based.
Benefits offered are equal for all management. We send out surveys every couple of years to determine if what we offer is consistent with employees wants (affordability)
Company has a discrimination policy in our employee manual.
Employee benefits apply equally to all employees whether male or female.
Employee benefits are equally offered to anyone, regardless of gender.
It's one policy; it covers males and females alike.
Never perceived this to be a problem.
One level of benefits.
Our policies guarantee this.
Preventative care addresses both male and female issues.
Routinely review our benefits to ensure that balance exists.
There is no differentiation in eligibility between full or part time workers. Each is equally comprised of women and men.
There is no differentiation made between the sexes.
Title VII of the Civil Rights Act of 1964 assures that benefits apply equally to all employees.
Treat all jobs the same.
We do not discriminate and have staff who speaks up if they believe issues or policies need to be changed to insure equal benefits, equal treatment.

APPENDIX C

Responses to Survey Question #7: Anti-Discrimination Policy: "How are your policies communicated to employees? If an allegation of any of the above types of discrimination is made, what is your process for handling it? Is there any required time line for this process?"

1. Employer handbook and review at orientation. 2. Process for reporting is in policy. We promise both a male and female person to report to.
1. New employee orientation and training. 2. Investigation immediately. 3. Resolve/response immediately after investigation.
1. In employee manual given to all employees. 2. Online access to policies, in office. 3. Protocol response in 24 hours.
1. Training and handbook. 2. Allegations are documented in an investigation. The outcome is communicated to all parties but is dependent upon the situation.
All employees receive an employee handbook. If any employee believes he or she has been the victim of discrimination or harassment should present the matter to the president. The president will investigate the matter and resolve the situation. If president not available, the matter will go to the vice president and so on.
All new employees are taken through the policies by the HR intern. Each employee receives a handbook laying out the policies. Once an employee determines that informal attempts at redress are not working, there is a two to four step grievance procedure with specific requirements for timely response.
At employment and through the policies.
Employees attend annual training on most policies. If an allegation is brought up, it is handled by the local HR. If not resolved easily it's taken to corporate HR.
Grievance procedure - but nobody wins unless they are physically assaulted. Human Resources protect management.
Never had any allegations.
Part of employee manual. Complaints can be made to supervisor or director of HR. All complaints handled by HR, interview all involved, and make decision if internal. If outside government follow their timelines.
Policies are communicated through our employee manual that is given to all employees. If discrimination occurs, it is to be reported immediately to a manager or owner. No required timeline.
Policies are communicated through out employee handbook and orientation training. They are to report the discrimination to a supervisor or HR. The timeline to act is immediately.
Policies communicated in orientation and through employee handbook. Policy in place with timeline for investigation and resolution.
Policies in writing and at orientation. Investigation by executive director. Nonspecified timeline.

Policy manual and postings as well as training. Human resources should be contacted, situation researched and interviews. Discipline if necessary or mediate.
Policy manual is read by all new employees and a copy is available at each store. Complaints are given to the store manager, then the regional manager, then the chief operations officer.
The policies are discussed during orientation and are included on the first page of the policies and procedures section of the employee handbook. Legal council is notified and an investigation is immediately begun.
Through new employee orientation and our employee intranet. Discrimination complaints are formally investigated by the HR director and a compliance officer.
We have a handbook that is given to each new hire, as well as on-line training. Any allegation would be immediately serviced within 48 hours.
We have a written handbook that is updated and communicated via the internet which all employees can access at their desks. Discrimination charges are handled by the Executive Director, HR, or General Counsel

APPENDIX D

Responses to Survey Question #8: "Please provide examples of your organization's programs or policies that are intended to address the issue of equivalent pay and promotion opportunities for males and female employees. Do you have policies that address income equity between men and women?"

All assistant managers are started with the same base pay. Increases are based on merit without regard to gender. We do not have a specific policy that addresses this issue.
All of our job openings are posted in the building. We have a pay grade system which is directly connected to merit. An employee's raise is determined by their job performance (employee evaluation).
Employees are paid equally for the jobs they have; all have had males and females in the position with the exception of the mechanic.
Equal employment opportunities to all employees with respect to hiring, compensation, promotion, benefits and all other privileges, terms, and conditions of employment.
Everyone regardless of gender or position earns the same base salary. We are all equally deprived of reasonable remuneration for our labor.
Jobs are posted internally for all employees to apply. Pay is scaled based on job.
No policies or programs for equivalent pay or promotion. Owners are a male and a female.
No policy. Our most highly paid staff are women.
No, not specifically.
Nothing addresses female on female harassment, which in my opinion is the most prevalent.
Our highly paid employees are all women.
Pay scale and promotion are not gender based. Pay is performance and education based.
The equal pay act of 1963 prohibits unequal pay for equal or substantially equal work. Ivy Tech adheres to that law.
There are no inequity problems, so no.
We do not have policies concerning equal pay and promotion opportunities for employees but all employees are treated fairly.
We don't have such policies per se because our policies are administered regardless of sex.
We have no policies that address income equity between men and women. We try to base our pay on market as well as internal equity while at the same time ensuring that a less senior, less experienced man doesn't get paid more.
We pay based on performance and length of service. We review annually to insure compensation is appropriate.