

# INCREASING EQUITY AT THE WORKPLACE

SEPARATION SYSTEM TOOLKIT



STEP :  
IMPLEMENT INNOVATIONS



## Directors

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**Work Equity** is an initiative of the Center for Social Innovation at the  College School of Social Work.  
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**Work Equity** is grateful for funding received from WorkRise for the National Study of Workplace Equity. We are also appreciative of our partnership with SHRM and its support of this study. To read more about this study, go to: <https://www.bc.edu/content/bc-web/schools/ssw/sites/center-for-social-innovation/projects/the-national-study-of-workplace-equity.html>

## 5.0 Introduction

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



Figure 12: Step 5 of the Separation System Toolkit

### 5.1 Role 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 affect the implementation of the pilot – people such as supervisors, HR specialists, and members of your Strategic Operations Department.

### 5.2 Step 5 Task

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### Task 1: Adopt Metrics for Possible Innovation in the Separation 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

Before (%)	Sample Metrics to Consider	After (%)
	% of employee group who made their own decision to leave the organization, analyzed by demographic and social identity group (a data available).	
	% of employee from those eliminated by organization (e.g., lay-off), analyzed by demographic and social identity group (a data available).	
	% of employee who made their own decision to leave the organization and who are satisfied/very satisfied with the process of their departure, analyzed by demographic and social identity group (a data available).	

Figure 13: Sample Metric

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## Separation System Toolkit Worksheet #11

### Your Idea for Metric

#### 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 Separation 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 separation, 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 Separation System. (See Figure 14, next page.)



Figure 14: Impact of Innovation on Levers for Change

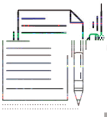






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## Separation System Toolkit Worksheet #12

### Impact of Innovation on the 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 we had a the impact of the innovation on the Levers for Change?	If we have the additional opportunities for strengthening equity of our organization Separation System, including the Levers for Change?
	Did our organization make a change in separation Policies? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	Did our organization make a change in separation Practices? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	Did our organization make a change in Planning and Assessment (e.g., data collection) related to separation? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	Did our organization make a change in Role and Accountability for the equity of separation? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	Did our organization make a change in workplace Culture related to separation? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	Did our organization make a change in workplace Climate of inclusion related to separation? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	Did our organization make a change in Communication related to separation? <input type="checkbox"/> No <input type="checkbox"/> Yes		

### Task 3: Consider How Your Innovation in the Separation System Might Have Affected Other Employment Systems

As suggested by Figure 15, innovations introduced to your organization's Separation 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.).

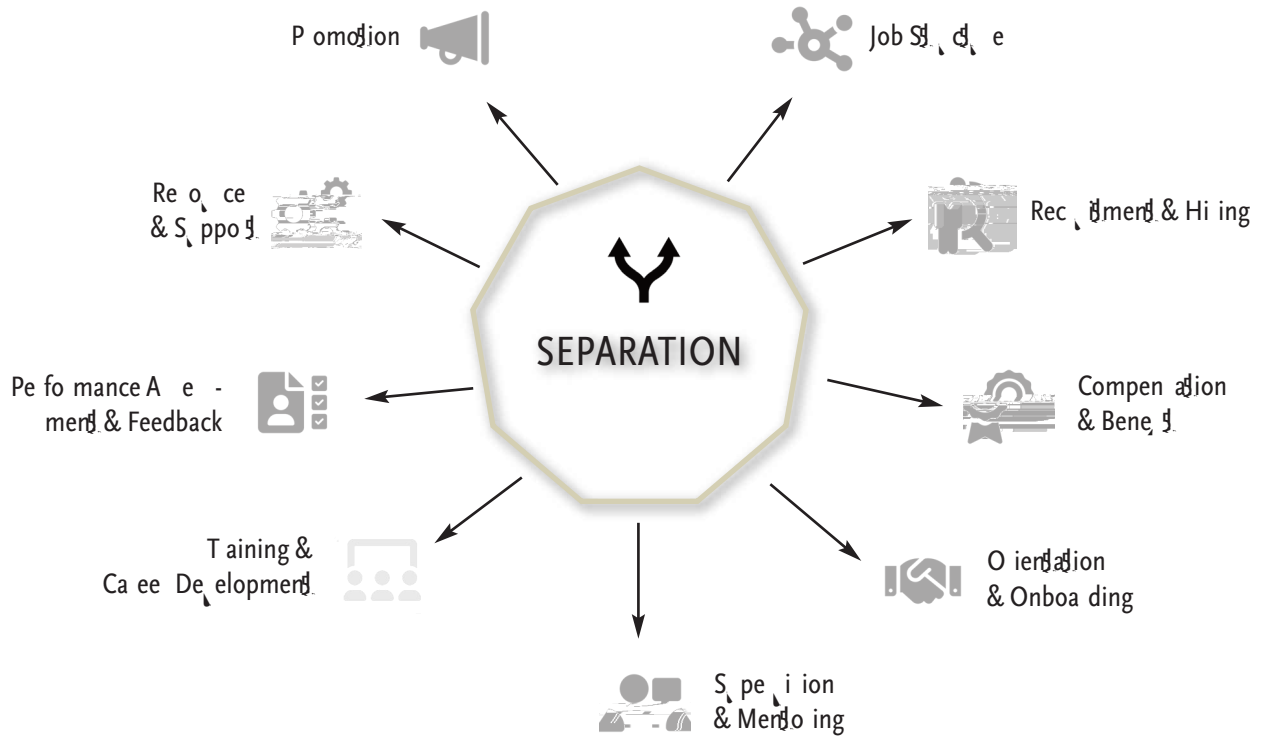


Figure 15: Connecting Innovation in Separation to New Opportunities for Change in Other Employment Systems

The members of your Equity Initiative Committee can discuss whether the innovation introduced into your Separation System “spilled over” into any other employment systems. Record their observations below.

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### Task 4: Make Recommendations for Permanent Adoption of Innovations in Separation System

#### Separation 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 Separation System at your organization.

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

Congratulations for navigating so successfully and increasing equity in the Separation System adoption!