



URGE Management Plan for AOOS (5/19/21)

Deliverable	Existing Policy or Resource?	Where It Is or Will Be Posted	Review/Update Interval	Next Steps	Training Recommended?
Complaints and Reporting Policy	Yes	Employee Policy Manual	Last review was 2017. No current review interval established.	Review manual in 2021. Establish review every 3 years.	No
Demographic Data	Yes for employees. No for applicants.	Not available online. Available through HR department by request.	Review with new employee hire (at AOOS).	Evaluate and improve scope of hiring practices by tracking demographic data of applicants. Achieve a Board representation that more closely matches the State of Alaska demo makeup.	URGE DOI Alaska native engagement classes.
Policies for Working with Communities of Color	Not a written policy. But we have an engagement plan that includes indigenous peoples.	Engagement plan posted online.	Update as needed, comprehensive update every 5 years with IOOS proposal.	DEI Report: new Board representation, amendments to AOOS governance documents, implementation of suggestions for specific groups to engage and how to	URGE DOI Alaska Native engagement classes.



				engage them.	
Admissions and Hiring Policies	One sentence statement on ASLC website and in employee policy manual.	See previous answer.	No set policy.	Recommend adding a policy.	Potentially for HR and for hiring committee.
Safety Plan	AOOS did not have a formal safety plan.	Developed through URGE class, will be implemented by AOOS.	Annually	Roll this out to team and post on shared drive.	Consider adding basic field training.
Resource Map	AOOS did not have a formal safety plan.	Developed through URGE class, will be implemented by AOOS.	Annually	Roll this out to team and post on shared drive.	Staff identify desired professional development. This could be part of annual reviews.