

Transgender Policy**1.1.2****PURPOSE**

To provide guidance for all City employees in creating and maintaining an environment free of discrimination and/or harassment of employees who are transgender, transsexual or who are in gender identity transition.

POLICY1. Employment

An employee who is transgender or transsexual and considering or undergoing gender identity transition shall continue employment in the employee's specific classification and position. In an effort to make the transition easier, the transgender or transitioning employee may request a temporary or permanent transfer to a different assignment.

2. Gender Identity

During transition, an employee might choose to adopt the dress and identity of the new gender role. At the same time, the employee might choose to adopt a new name that conforms to the new gender identity. The City's response to the employee's decisions regarding dress and name change during transition will be to use personal references of the employee's choosing (he/she, him/her, etc.) and to use the employee's new name. Appropriate identification documents (City Identification Badge) will be allowed to conform to the employee's new name. Because personnel and payroll documents are determined by an employee's legal name as it appears on his/her Social Security Card, such records will be changed upon submittal of a Social Security Card in the employee's new legal name.

3. Use of Facilities

The employee should use the restroom facility of the employee's choosing. The employee may also use a single-occupant bathroom (male or female). In employee only areas, an inside lock or latch may be installed to ensure privacy when only multiple-occupant male only or female only restroom facilities are available.

4. Management Support

Department management will provide assistance to the employee and the employee's workgroup to affect a smooth and positive adjustment to the employee's gender identity change, as needed. This can be done by developing clear communication regarding the transition process, maintaining a discrimination free workplace, and providing training or consultation by outside consultants or speakers specializing in workplace transition issues, as needed. Managers who supervise transgender or transitioning employees are encouraged to contact the Office of Employee Relations for guidance and/or if they have questions regarding this policy.

Should an employee who identifies as transgender or who is transitioning have questions or concerns regarding this policy, the employee is encouraged to seek assistance from the employee's supervisor, manager, department director, and/or the Office of Employee Relations.

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1.1.2

Approved:

 /s/ Jennifer Schembri
Director of Employee Relations

 September 28, 2015
Date

Approved for Posting:

 /s/ Jennifer Maguire
Senior Deputy City Manager

 September 28, 2015
Date