



Workplace Gender Transition Guide for Employees

Workplace Gender Transition Guidelines for Employees

You have the right to be who you are openly. This means you may express your gender identity, characteristics or expression without fear of adverse consequences. Seattle Children's has developed this guide as a reference tool as you contemplate and plan your workplace gender transition. You will note several areas in this guide ask that you be a proactive team member, along with your support team that may include HR, your department leader, members of Q Pod or others. Proactive steps include participating in planning, educating and communicating needs and challenges, with the goal of ensuring a smooth transition.

Right to Privacy

All employees at Seattle Children's have the right to be who they are without unnecessary disclosure of medical information. Current and prospective employees who experience difficulty completing identification documentation, such as payroll and insurance forms, should direct questions to Human Resources.

Statement of Confidentiality

The transgender status of an individual is considered confidential and will only be disclosed by Seattle Children's on a need-to-know basis, and only with the consent of the individual. We believe you have the right to share your transgender status in your own way, on your own time. Employees of Seattle Children's are expected to refrain from gossip and to remain ARTful. If you experience a co-worker who is not adhering to these principles, please inform your department leadership.

Notification of Transition

We encourage employees who are beginning the transition process to contact their immediate supervisor and Human Resources to speak about your intentions, needs and concerns. If you are not comfortable discussing the subject with your immediate supervisor, you are encouraged to directly contact Human Resources or the Department of Diversity and Inclusion. It is best to reach out to these resources well ahead of your planned transition date and to prepare yourself for the discussion by giving thought to your needs and your desired transition plan.

Support for Transitioning Individuals

Establishing a workplace support team during your transition is important. Your manager, Human Resources Consultant, members of Q Pod and the Department of Diversity and Inclusion are all great sources of support. Your department leadership and HR Consulting will work with you to jointly develop a transition plan and navigate challenges

Additionally, Seattle Children's offers to all employees the Employee Assistance Program (EAP) a source of support, guidance and resources for a variety of situations.

Creating a Transition Plan

A well thought out transition plan can help make your workplace transition smooth. We encourage you to have a support partner for transition plan development and implementation. Depending on your comfort level and preference, HR Consulting or a member of your department leadership team is most appropriate. Remember your transition will not only be a change for you but also for those who work with you. Taking time and being thoughtful about the process may help everyone adjust to the change more quickly. Use the below information to help guide you through your workplace transition.

| Initial Steps | |
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| | Step |
| | Reach out to a department leader with whom you feel most comfortable or contact HR Consulting. |
| | Review the information and resources on CHILD regarding transitioning at work |
| | Identify your workplace support team, i.e. Q Pod, trusted co-workers, your department leaders, HR. |
| | Consider reaching out to EAP as an extra resource. |
| | Discuss your workplace transition with your community provider and community based support network . |
| | Review books and articles about transitioning in the workplace. |

| Developing a Transition Plan | |
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| | Step |
| | Determine if you prefer a specific transition day or if you would like your transition to be gradual (remember if you expect others to use a new name or new pronouns you will need to make some type of formal announcement). |
| | In advance of transition day determine how you would like your co-workers to be informed, i.e. staff meeting, 1:1 by you, 1:1 by manager, letter or email from you. |
| | Determine how you would like your department leadership to show support. Communicate with them your expectations. |
| | Determine date and timing of announcement. Consider proximity to the transition day. Allow time for co-workers to ask questions. |
| | Determine date of transition day. Consider a lighter work load day if possible and ensure support resources are available. |
| | Discuss with your department leader a communication plan for those you interact with outside your department i.e. Co-workers in other departments, patients/families, vendors, the community at large. |
| | In conjunction with your manager, determine restroom/locker room plan |

| Transition Day or Period | |
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| | Step |
| | Check in with your support team, even if things are going well. |
| | Be prepared for occasional slips from co-workers in using the correct name or pronoun. This is most likely not intentional and is more a matter of breaking old habits. Being patient with others will help build or sustain strong work relationships. |

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| | Be open to answering appropriate questions and gauge how much information you give on both your comfort level and that of those around you. |
| | Be sure to continue to do your best at work. |
| | Have a positive attitude. |

Name Change

You may change your preferred name in Lawson at any time by sending an email to Human Resources. Both your legal name and your preferred name will show in your Lawson record however your legal name will be used for payroll and legal related documents. The name that appears on your badge matches your preferred name in Lawson. Once your preferred name is showing in Lawson you may come to HR and request a new badge. Be sure to bring your old badge for the exchange. To change your email to reflect your preferred name, submit a request to Information Services via CHILD.

If you legally change your name you will need to bring in two forms of valid identification (such as drivers license and social security card or a passport) to the HR Department. This action will generate name changes to Lawson, ETM, tax reporting, etc.

Depending on your position you may require name changes in other areas, including cubicle/door name plate, business cards, voicemail greeting, schedule, etc. Please work with your department leader to facilitate these changes and reach out to HR as needed.

Restroom and Locker Room Access

We are sensitive to restroom access issues, not only due to our desire to provide transitioning individuals with the same level of restroom access available to non-transgender individuals, but also due to potential emotional responses of co-workers who may share facilities with a transgender co-worker. Many of our locations have unisex restrooms, which can be utilized during this transition process if you choose. We support and encourage you to use the gender specific restrooms with which you identify and outwardly present.

Several of our locker rooms have single stall showers and restroom or changing stalls. Locker room badge access is set by the gender associated with your badge. If you need to change your locker room access, contact Human Resources. If you encounter an issue with restroom or locker room access or use, please contact your Human Resource Consultant.

Addressing Challenges

Although it can be frightening to make yourself vulnerable it is helpful to present a positive attitude about yourself, your workplace and your supervisor. The general theme should be that you are still the same person, you'll still be able to do your job, indeed you may be more productive. Showing your commitment to work with others, providing general education and answering appropriate questions are all steps you can take to ensure a smooth transition.

All Seattle Children's employees are expected to be ARTful. Maintaining your ARTful demeanor will help others respond positively. If you encounter a situation which you believe to be unARTful please reach out to HR Consulting or your department leadership. You are covered by Seattle Children's Non-Discrimination Policy but Seattle Children's must be aware of your situation in order to provide support.

INTERNAL RESOURCES – Check CHILD for current phone and email information

Human Resources

QPOD

Diversity and Inclusion

Employee Assistance Program (EAP)

EXTERNAL RESOURCES

- Human Rights Campaign www.hrc.org
- Gender Education & Advocacy www.gender.org
- Out & Equal Workplace Advocates www.outlandequal.org
- Parents, Family & Friends of Lesbians and Gays www.pflag.org
- Transgender at Work www.tgender.net/taw
- Center for Gender Sanity www.gendersanity.com/plan.html
- National Center for Transgender Equality www.nctequality.org
- Gender Dysphoria Association www.hbigda.org
- The Complete Guide to Transgender in the Workplace by Vanessa Sheridan, 2009 (book)