



Supporting Transgender Individuals in the Workplace

Guidance for Transgender Individuals

Introduction

The City and County of San Francisco (City) is dedicated to maintaining an inclusive, respectful, safe and productive workplace for all transgender, gender-nonconforming, gender nonbinary, and gender-transitioning employees, applicants, and contractors. Discrimination, harassment, and retaliation based on gender, gender identity, and gender expression are unacceptable. This guidance will help ensure transgender individuals have the tools they need to safeguard against negative and discriminatory behavior.

Your Rights

You have the right to be who you are. This means you may express your gender identity at work through your appearance and by using the name and gender pronoun you choose. Harassment or exclusion from regular work activities is unacceptable. Of course, you still need to follow City policies and departmental dress codes.

Your transition is confidential and you can say as much or as little about it as you like. You do not have to disclose private information. This includes medical information, medical history, or other medical records.

You are not expected to teach others about transitioning, but you can help educate your co-workers if you like. If you decide to answer questions or have discussions, they must be respectful and appropriate. You are the one who decides what to say and when to say it.

Notification of Transition

If you plan to transition while you continue working for the City, you will need to inform your department's human resources (HR) representative about your transition when you are ready. Your immediate supervisor or another supervisor in your department must also be told. These key personnel will work together with you to create and carry out a workplace transition plan.

Considerations for a Workplace Transition Plan

A workplace transition plan can help you create stability during what may be a time of major change. Creating the plan gives you a chance to think about how you want to handle aspects of your transition that may come up at work. Reviewing your plan will help you gauge where you are in the workplace transition process, what is going well, and what needs more attention.

Your supervisor and HR representative will collaborate with you to create a workplace transition plan. Consider the following when creating your plan:

- Your current work environment, including awareness and reactions from co-workers.
- When you want things to happen, such as dates for:
 - beginning your work transition
 - using your chosen name and gender pronouns
 - changes in attire and appearance, as applicable
 - changing access to locker rooms
 - changing City materials to reflect your transition. This can include, but is not limited to:
 - identification badge

- email address
- website and directory listings
- emergency contact list, etc.

The dates you put into your timeline can be flexible, based on your expectations and comfort level.

Other Considerations

You decide when and how to tell your coworkers about your transition: You could send them an email; have a face-to-face meeting; or one-on-one discussions. You could also ask your supervisor or HR to tell your colleagues.

You may need to talk with your HR person about leave benefits. Leave benefits could include use of sick leave and/or leave under the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and the Americans with Disabilities Act (ADA), if applicable.

The City's [Health Service System \(HSS\)](#) manages health plans and the health benefits available to employees.

You may want to arrange for support during your transition. You could reach out to [the Employee Assistance Program](#) (EAP), the Mayor's Office of Transgender Initiatives, the Pride Resource Group, and departmental affinity groups.

The Office of Transgender Initiatives (OTI) can give you information about changing your name and gender marker legally if you want to do that. You will need to update the retirement system if you change your legal name and gender marker as part of your transition. Personnel at [the San Francisco Employees' Retirement System \(SFERS\)](#) can walk you through that process. Also, be sure to provide HR with your new legal documents, such as a court order or new driver license, needed for your legal name change at work.

You can use your chosen name and gender pronouns at work, even if you have not legally changed your name. For example, you can use your chosen name on your City ID badge and email address. Some departments have security or other protocols that require your legal name on the departmental badge. Your legal name will also be in the City's HR system. Only a handful of people who have signed confidentiality agreements have access to that system.

You may need to speak with your manager about providing reasonable accommodations for gendered locker rooms if you identify as nonbinary.

Protection from Discrimination & Reporting Violations

Co-workers must be respectful and may not treat you differently because of your gender identity and/or gender transition. If your co-workers are not sure about which pronoun to use, it is OK for them to ask. It is a violation of the Gender Inclusion Policy to intentionally call you the wrong name or pronoun. Intentional or repeated misgendering or misnaming can lead to discipline, up to and including termination.

Your HR representative should talk with you about your rights and protections under City policies, including [the EEO Policy](#) and the [Gender Inclusion Policy](#). Your HR representative should also advise you about [EEO complaint procedures](#). All employees are encouraged to report harassing, retaliatory, or discriminatory behavior, whether directed at themselves or co-workers. Retaliation against any individual who reports or files a complaint, or helps in the investigation of a complaint, is prohibited.