

TRANSITIONING AT WORK

BEST PRACTICES FOR EMPLOYER POLICY

◆ CONFIDENTIALITY & PRIVACY

An individual's transgender status should be confidential and only disclosed with the individual's consent. When an employee discloses that they plan to transition at work, their manager should ask whether they would like others in the department to learn about the transition, how much information to share, and the timing of disclosure.

◆ RESTROOM USE

Staff should be aware that the City of Philadelphia has an inclusive policy regarding restroom use, which states that individuals may use any restroom that corresponds to their gender identity.

◆ DRESS CODES

Dress codes for employees should be applied consistently to all people, regardless of gender. Ensure that the dress code is inclusive of transgender people and explicitly states that employees may dress in accordance with their personal gender identity or expression.

◆ NAME CHANGES

HR should assist transitioning employees with changing the name displayed on workplace ID cards, e-mail accounts, phone directories, business cards, and other public records if the transitioning individual will be addressed by a different name. This should include hard copies of documents as well as electronic sources, such as the department website.

Employees do not need to provide proof of a legal name change in order to change the name used in everyday communications at work. Everyone has the right to be addressed by the name of their choice in the workplace. Proof of a legal name change is only necessary to edit legal documents that require the use of the legal name, such as payroll paperwork.

When on-boarding new employees, paperwork should include opportunities to specify the name one uses and if it differs from the legal name. Employees should be able to indicate which name they would prefer on e-mails, business cards, etc.

◆ EXPECTATIONS FOR HR

Employees should be aware that they can reach out to HR for assistance with navigating their transition in the workplace. HR employees should be able to explain administrative steps that a transitioning employee may want to take and answer any questions about workplace policies that may come up (for example, the process of changing the name that appears on the employee's e-mail).

HR should ensure that all employees are aware of anti-discrimination policies and expectations for respectful conduct in the workplace.

HR should understand confidentiality and privacy concerns for transgender and transitioning employees, and assist employees with understanding their rights to confidentiality and privacy at work.

HR may also provide transitioning individuals with information about the City's health insurance coverage for trans-related healthcare.

◆ EXPECTATIONS FOR MANAGERS

Managers should emphasize to all department employees that the City of Philadelphia's non-discrimination policy includes gender identity, and the City is committed to fostering a diverse and respectful work environment.

Managers should politely ask which pronouns the transitioning individual would like to use at work, and refer to the individual with those pronouns consistently.

◆ EXPECTATIONS FOR MANAGERS

The Mayor's Office of LGBT Affairs is available to answer any questions, provide resources, and conduct informative trainings on LGBTQ identity for City employees upon request.

Contact the Office of LGBT Affairs:

<https://www.phila.gov/departments/office-of-lgbt-affairs/>

Email: lgbt.intern@phila.gov

Phone: 215-686-0330



City of
Philadelphia