AR-4030 (a)

# TRANSGENDER EMPLOYEES

The purpose of these guidelines is:

1) To foster inclusive and welcoming learning and working environments that are free from discrimination, harassment, and bullying regardless of sex, sexual orientation, gender identity or gender expression.
2) To facilitate compliance with local, state, and federal laws that prohibit discrimination, harassment, and bullying.
3) To provide professional information to school staff on transgender issues; and
4) To create safe and supportive learning and working environments

For purposes of these guidelines, a transgender individual is an individual that consistently asserts a gender identity or gender expression at school or work that is different from the gender assigned at birth. This involves a consistent declaration of gender identity or expression over time but does not require proof of a formal evaluation and diagnosis. Since individual circumstances, needs, programs, facilities, and resources may differ, administrators and school staff are expected to consider the needs of the individual on a case-by-case basis.

**The Process**

The following process should be used to address the needs of transgender and gender nonconforming employees. In addition, this process is available for any employee personally impacted by the accommodation of a transgender student or colleague. For example, an employee who is uncomfortable about sharing a restroom with a transgender employee can request access to an alternative restroom.

a. A transgender or gender nonconforming employee is encouraged to contact the site administrator to address any concerns or requests.
b. The principal or administrator will schedule a meeting to discuss the individual's needs and to develop a plan to address these needs. The plan should address, as appropriate, the name and pronoun desired by the employee, restroom and lock room use, participation in athletics, dress code, employee transition plans, if any, and other needs or requests of the employee.
c. The plan should be developed by the principal or administrator, in consultation with the employee, and with others as deemed appropriate by the administrator and approved by the employee.
d. While medical documentation is not required, the school may request such documentation if helpful to develop and appropriate plan for the employee.
e. If the parties are uncertain or disagree regarding elements to be included in the plan, the site administrator should consult with the appropriate district administration.
f. A copy of the final plan should be maintained in the employee's file.
g. District staff shall protect the privacy of transgender and gender nonconforming employees. All personnel information should be kept strictly confidential as required by district policy and local, state, or federal privacy laws.

Note: If the employee has an accommodation plan, the provisions in these plans should be taken into consideration in developing a plan for addressing transgender issues.

**Official Records**

Mandatory employee records will include the legal/birth name and legal/birth gender. On other school records or documents, the school will use the name and gender preferred by the employee.

Only upon receipt of a court order or other legal documentation should an employee's official record be changed to reflect a change in legal/birth name or gender.

AR-4030 (b)

# TRANSGENDER EMPLOYEES

**Names and Pronouns**

Administrators and staff should respect the right of an individual to be addressed by a name and pronoun that corresponds to their gender identity. A court-ordered name or gender change is not required.

Transgender and gender nonconforming employees are encouraged to discuss how they want to be addressed in class, in the workplace, in correspondence to the home, or at conferences with the student's parent/guardian.

**Access to Gender-Segregated Activities and Areas**

Note: On June 1, 2015, the U.S. Department of Labor, Occupational Safety and Health Administration, issued "A Guide to Restroom Access for Transgender Workers." The core principle of this guidance is that "all employees, including transgender employees, should have access to restrooms that correspond to their gender identity."

Schools may maintain separate restrooms and locker rooms for male and female employees.

Access should be allowed to restrooms and locker rooms based on the gender identity consistently expressed by the student or employee. Transgender individuals should not be required to use facilities that are inconsistent with their gender identity, nor should they be required to use single-user facilities.

**Training and Professional Development**

District administration should provide training to appropriate staff on their responsibilities under applicable laws and this regulation. Training should include the responsibility to prevent, identify, and respond to bullying, harassment, and discrimination. This includes treating transgender students and employees respectfully to foster a spirit of inclusion and to refrain from making disparaging comments or comments seeking gender conformity.

**Dress Code**

Staff shall have the right to dress in accordance with their gender identity, within the constraints of the dress codes adopted by the district.

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