

The Transitioning Employee

Part 2 –Panel Discussion



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The Transitioning Employee Part II –

Panel Discussion



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Session Outline – Part II


- Adopting a Transgender Policy and Procedure
- Panel discussion:

Claire Hall, Lincoln County Commissioner
 Laurie Wright, Grant County Human Resource Manager
 Katie Kammer, CIS Pre-Loss Attorney
 Sharon Harris, CIS SR Consultant- HR & Organizational Development




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Adopting a Transgender Employment Policy/Procedures



Policy



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Before the Workplace Transition Begins

Implement a policy that instructs transitioning employees who to go to for assistance, with questions, or discuss how the employer will work with the employee during the transition period.



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The Following Steps Apply When an Employee Has Announced Their Transition

- All appropriate parties should meet to discuss who will be a part of the workplace transition plan
- Decide how and in what format the transitioning employee's co-workers should be made aware of the employee's transition
- Decide what if any training will be given to co-workers



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The Following Steps Apply When an Employee Has Announced Their Transition

- Determine what updates should be made to the transitioning employee's records and when they will be made
- Determine dates of any leave that may be needed for pre-scheduled medical procedures
- Identify all name changes (emails, list-serves) and photographs (badges) that will need to be updated in advance so that they can go live on the transition day

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Announcement to the Work Team

- Have a work team transition meeting that includes the transitioning employee, the employee's supervisor, the employee's co-workers, and any other team or regional leadership if they are eligible to attend
- The department director should announce the transition alongside any other high-level manager (i.e., County Judge)

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Speaking manager must...

- Emphasize the transitioning employee's importance to the organization and management's complete support of the employee's transition
- Review the organizations nondiscrimination policy
- Indicate the transitioning employee will be presenting themselves in accordance with their gender identify and this should be respected

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The First Day of the Employee's Official Workplace Transition

- Make sure that the transitioning employee has a new ID badge if applicable
- Ensure that all documents have the appropriate name and gender
- Check that all the places the employee's name may appear has been changed (i.e., employee roster, email groups etc.)



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The Role of HR in Gender Transition Management

Navigation:

- Employees look to HR to help them navigate changes during the transition process
- Other employees may have questions

Organizational:

- Understand anti-discrimination laws and proposed legislation
- Ensure policies, trainings and communications are up to date



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The Role of HR in Gender Transition Management

Consistency:

- Treat transgender employees as you do others of the same gender
- Treat the employee of the gender in which they live

Assistance:

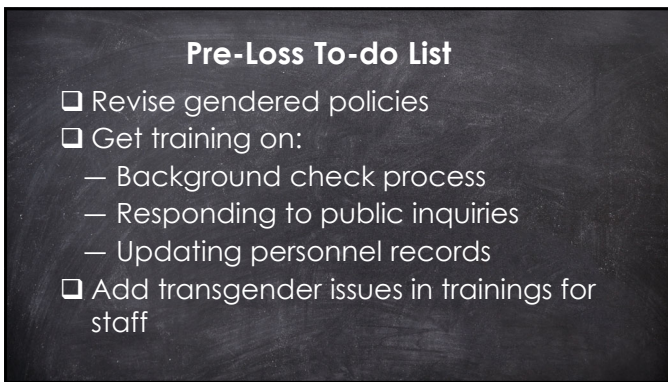
- Seek legal advice when navigating organizational change
- Include all levels of the organization in discussions of trans change management



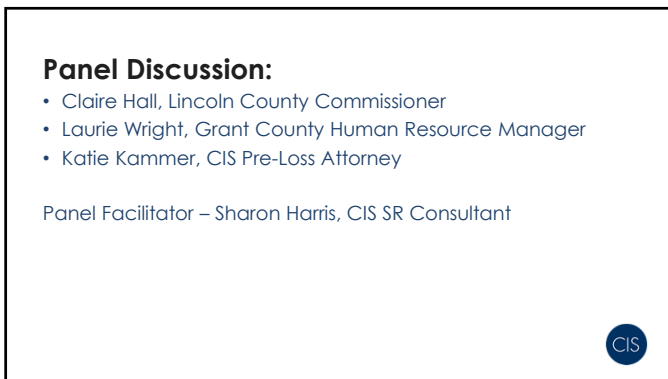
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