

University of Rochester
Office of Human Resources-Organizational Development and Staff Diversity

Gender Transition Guidelines for Employees

Overview

In affirmation of the University's philosophy that all employees should be treated fairly and respectfully, the University of Rochester includes gender identity and expression as a protected group in its non-discrimination policy.

University of Rochester Equal Employment Opportunity Statement

The University of Rochester values diversity and is committed to equal opportunity for persons regardless of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, or any other status protected by law. Further, the University complies with all applicable non-discrimination laws in the administration of its policies, admissions, employment, and access to and treatment in University programs and activities.

As a transgender employee, you can express your gender identity in the University of Rochester workplace without fear of discrimination or harassment. While the following Gender Transition Guidelines mainly pertain to situations involving medical transition, individuals wishing to transition without medical intervention will also receive support under these guidelines. These guidelines are provided to help foster dialogue and understanding between you and your supervisor during the time of your transition.

Notification of Transition

You are not required to disclose your gender identity or intent to transition. If you feel comfortable engaging in conversations about your transition you can contact your Human Resources Business Partner or Representative (HR), or the University's Equal Opportunity Compliance Director (275-7814), to begin discussing how the transition process will work in the workplace. As transitioning may be a lengthy process, you may benefit from beginning to discuss your transition plans well ahead of your planned transition date. While all transgender employees are covered by the University's nondiscrimination policy, the University must be aware of your situation in order to provide support and protection.

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During your conversation you can speak about your intentions, needs and any concerns you may have surrounding your transition and your work. If your immediate supervisor is not already aware of your transition, it will be important to discuss a timeframe for when they will become part of the conversation.

With your consent, HR or the University's Equal Opportunity Compliance Director can help you gather a supportive group of professionals to assist in the transition process at work. A list of such individuals who have indicated a willingness to support employees in transition is available from the Office of Human Resources (275 0425), the Susan B. Anthony Center (275 8799)

Restroom Access

Access issues related to restrooms and other sex-segregated facilities (e.g., locker rooms) will be handled with sensitivity. The University of Rochester will provide transitioning employees with the same level of facility access as available to all employees. Transgender employees will be permitted to use the facilities that correspond to their gender identity. The University will also be sensitive to the responses of co-workers and to the comfort level of the employee.

If necessary, the Office of Human Resources and the supportive group assisting with the transition process (if applicable) can provide education and assistance to coworkers or others on this topic.

Health Benefits for Transitioning Employees

Effective January 1st, 2015, the University of Rochester's employee health care plans will include transition-related health care benefits for transgender and gender non-conforming individuals. The Health Plan Committee, which evaluates new proposals for inclusion in the University's health program offerings, recently approved this recommended expansion of benefits to enrolled employees and their covered family members. According to Aetna's/Excellus' policy guidelines, the benefit will cover medically-necessary transition-related coverage including hormone therapy, medical and psychological counseling, and gender affirmation surgery. You should check

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with your Health Care Plan Administrator regarding coverage for specific treatments and services.

Right to Privacy

Transgender employees have the right to privacy. The gender identity of an employee is considered confidential and will only be disclosed with the consent of the employee.

Current and prospective employees who have concerns about identification on documents, such as payroll or insurance forms, are encouraged to discuss these issues directly with HR.

Guidelines for Managers and Supervisors

Managers and supervisors are expected to provide support to employees who have reported their intention to transition. If you report your intention to transition to your supervisor, they will participate in conversations regarding your needs and the needs of the department through the transition period.

Some topics of conversation with your supervisor may include:

- Your level of comfort in discussing your transition with co-workers and others.
- Suggestions for what your supervisor can do to be helpful during their transition.
- A review of resources available to support you, include the establishment of a team to assist in resolving any issues that arise in the workplace related to your transition.
- Whether you wish to change your name and if so, what name and pronoun (him, her, they, ze, etc.) you will use and when you will want to begin using the new name and pronoun.
- Any anticipated time off required for medical or surgical treatment, if known and the sick pay and leave policies that apply.
- How they will approach concerns raised by coworkers and if it may be helpful for the University to providing training concerning gender identity.

University of Rochester Resources

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- Human Resources Representatives or Business Partners
- Human Resources Office of Organizational Development and Staff Diversity
- Employee Assistance Program
- Pride Alliance @ UR
- University Health Services
- Susan B. Anthony Institute for Gender and Women's Studies
- Susan B. Anthony Center

External Resources

- Gay Alliance of Genesee Valley
- Human Rights Campaign Foundation, www.hrc.org/workplace/transgender
- Transgender at Work, www.tgender.net/taw
- National Center for Transgender Equality, www.nctequality.org
- Out & Equal Workplace Advocates, www.outandequal.org
- World Professional Association for Transgender Health, <http://www.wpath.org/>
- Trillium Health, www.trilliumhealthny.org/
- Gay and Lesbian Medical Association, www.glma.org
- The Transgender Law and Policy Institute <http://www.transgenderlaw.org/>
- The Mocha Center <http://mochacenter.org/>