



3-28 Policy on Transgender

Discrimination Prohibited:

SYCAMORE PARK DISTRICT's policy on transgender is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case-by-case basis. It is the SYCAMORE PARK DISTRICT's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

- "Gender identity" or "Affirmed Gender" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual's internal sense of being male or female or something else. It is not based on physical anatomy. The SYCAMORE PARK DISTRICT understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- "Assigned Gender" refers to the gender assigned to a child at birth based on physical anatomy.
- "Transgender" describes people whose gender identity is different from their gender assigned at birth
- "Transgender Man" is a term used to describe an individual who currently identifies as a man.
- "Transgender Woman" is a term used to describe an individual who currently identifies as a woman.
- "Gender nonconforming" describes people whose gender expression differs from stereotypical societal expectations related to gender.
- "Gender expression" refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior, or mannerisms.
- "Transition" is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one's name, dressing, and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery, or changing identity documents to reflect one's gender identity.



Transitioning Employee Responsibilities

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, human resource manager or upper-level administrative staff. Remember the employer may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed timeline. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the SYCAMORE PARK DISTRICT who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

Co-Worker Responsibilities

Be open, honest, and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of the SYCAMORE PARK DISTRICT's anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the SYCAMORE PARK DISTRICT. This prohibition applies not only to discrimination but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the SYCAMORE PARK DISTRICT's non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable the SYCAMORE PARK DISTRICT can assist them in learning more about the transition process or transgender issues in general.

Park District Responsibilities

The SYCAMORE PARK DISTRICT will remain supportive of a transitioning employee and his/her needs. The SYCAMORE PARK DISTRICT enforces its non-discrimination policies uniformly.

The SYCAMORE PARK DISTRICT, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.



Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists and other internal documents. The SYCAMORE PARK DISTRICT will make every effort to recognize a transgender employee's preferred name.

Names/Pronouns

Employees should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working full-time in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employee's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the SYCAMORE PARK DISTRICT may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

Dress Code

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the SYCAMORE PARK DISTRICT dress code. A transitioning employee's attire should remain professional and in conformance with required SYCAMORE PARK DISTRICT dress code standards. Dress codes shall be applied to all employees equally.



Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the SYCAMORE PARK DISTRICT's Harassment Policy.

Adopted on: October 2016

Revised on:

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