

**TRANSGENDER GUIDETO
TRANSITIONING & GENDER
AFFIRMATION
IN THE WORKPLACE**



DDEI Academy
for Inclusive Excellence

Introduction

University of Arkansas for Medical Sciences is committed to creating a safe and respectful campus for all members of our community including those of all gender identities and expressions. The following guide provides information about the ways in which the University is committed to supporting our transgender employees. This guide covers specific situations and questions for transgender employees, but is also useful to HR professionals, managers, hiring managers, and allies.

An inclusive workplace aligns with our institutional values and helps us attract, retain, and promote the best talent. The best talent comes from all backgrounds, experiences and identities and we are committed to supporting a diverse workforce. The goals of this guide are to:

- Provide steps transgender employees can take when coming out and transitioning at work.
- Provide knowledge to help transgender employees update their personal information in university systems.
- Offer information about on-campus and off-campus resources available to support transgender employees.

Tips for Coming Out At Work

This process is very personal and there is no one way to tell your employer and colleagues that you are transgender. Whether, how or when you choose to share this information and who you choose to tell is entirely up to you. Below we provide some tips for your consideration:

- Coming out can be a stressful experience for some people. Remember, you make the decision about when you are comfortable coming out.
 - What does safety and comfort look like for you?
 - Are you comfortable with your own understanding of your identity?
- If and/or when you are ready to share with others, determine what you want to say to your supervisor and/or colleagues.
 - What is important for them to know about you?
 - What is not important for them to know?
- Start with one individual who you believe will be an ally to you and ask them to support you as you come out to others. This might be a close colleague, your supervisor, or someone in human resources.
- Consider developing a personal timeline for when you will tell various colleagues.
 - When do you want to start telling people?
 - Who will you tell first?
 - How will you do this? Email? In-person?
- Meet with your supervisor. Think of what support looks like for you and share this with them when you meet.
 - What do you need to make the workplace feel inclusive to you? This could be access to a bathroom that aligns with your gender identity and gender expression.
- Division for Diversity, Equity, and Inclusion can support by helping you plan your first steps. For more information, email Amber Booth-McCoy anbooth@uams.edu

Tips for Transitioning at Work

Whether or not you plan to medically transition or just change your name and gender expression, we are committed to supporting you. Here are a few items you might consider:

- Share this guide or its companion version, “A Guide to Supporting Transgender People in the Workplace”, with someone you trust to act as an ally to you during this process. This might be a colleague, your supervisor, or someone in human resources.

- Develop a personal timeline for your transition.
 - If you plan to medically transition, how long will you need to be away?
 - Do you have a timeframe for when this will take place?
 - Even if you don’t plan to medically transition, will you want time away? How long?

- Speak with your supervisor about your plans and what you might need in terms of support.
 - Do you want someone to accompany you to this meeting? Someone from Human Resources or the Division for Diversity, Equity, and Inclusion is more than willing to attend with you.
 - What does support look like for you?
 - What do you need in order for the workplace to feel inclusive to you?
 - What bathroom will you need access to?

- Construct a timeline with your supervisor.
 - Would you like an announcement made about your transition? When should this be done?
 - Who should receive this announcement? The entire division, department, or just your colleagues? Who will share this and how?
 - When would you like to start using different gender pronouns?
 - Will you take on a new name?
 - When would you like to start using that name?
 - If you plan to use a different bathroom, when will that begin?

- Build your support system. Do you know of university, local, and national resources?

For more questions or items to consider, please view the [“Sample Workplace Transition Plan and Guiding Questions”](#) at the end of this guide.

Updating Your Personal Information

We have a Preferred Name Policy ([Click Here](#))

Gender Friendly Restrooms



Hospital Restroom Directory

UAMS welcomes all patients and their families and guests. To help make your stay as comfortable as possible, we have identified restrooms with space and facilities to meet the needs of every individual. Ask any staff member for directions to the closest restroom that meets your needs.

LOCATION	Baby Changing Station	Handicap Accessible	Power chair Accessible	Caregiver Accommodating	Gender Neutral
Hospital 1st Floor	F.1002 Women's	F.1002 Women's F.1006 Men's	F.1002 Women's F.1006 Men's	F.1002 Women's F.1006 Men's	
Hospital 2nd Floor Family Area	F.2006 Women's	F.2006 Women's F.2008 Men's	F.2006 Women's F.2008 Men's	F.2006 Women's F.2008 Men's	
Hospital 4th Floor	F.4008 F Wing F.4025 F Wing H.4051 H Wing	F.4008 F Wing F.4025 F Wing H.4051 H Wing	F.4008 F Wing F.4025 F Wing H.4051 H Wing	F.4008 F Wing F.4025 F Wing H.4051 H Wing	F.4008 F Wing F.4025 F Wing H.4051 H Wing
Hospital 5th Floor	F.5015 F Wing H.5024 H Wing H.5065 H Wing	F.5015 F Wing H.5024 H Wing H.5065 H Wing	F.5015 F Wing H.5024 H Wing H.5065 H Wing	F.5015 F Wing H.5024 H Wing H.5065 H Wing	F.5015 F Wing H.5024 H Wing H.5065 H Wing
Hospital 6th Floor	F.6008 F Wing F.6025 F Wing H.6058 H Wing	F.6008 F Wing F.6025 F Wing H.6058 H Wing	F.6008 F Wing F.6025 F Wing H.6058 H Wing	F.6008 F Wing F.6025 F Wing H.6058 H Wing	F.6008 F Wing F.6025 F Wing H.6058 H Wing
Hospital 7th Floor	F.7008 F Wing F.7025 F Wing H.7058 H Wing	F.7008 F Wing F.7025 F Wing H.7058 H Wing	F.7008 F Wing F.7025 F Wing H.7058 H Wing	F.7008 F Wing F.7025 F Wing H.7058 H Wing	F.7008 F Wing F.7025 F Wing H.7058 H Wing
Hospital 8th Floor	F.8008 F Wing F.8025 F Wing H.8058 H Wing	F.8008 F Wing F.8025 F Wing H.8058 H Wing	F.8008 F Wing F.8025 F Wing H.8058 H Wing	F.8008 F Wing F.8025 F Wing H.8058 H Wing	F.8008 F Wing F.8025 F Wing H.8058 H Wing
Hospital 9th Floor	F.9008 F Wing F.9025 F Wing H.9044 H Wing H.9056 H Wing	F.9008 F Wing F.9025 F Wing H.9044 H Wing H.9056 H Wing	F.9008 F Wing F.9025 F Wing H.9044 H Wing H.9056 H Wing	F.9008 F Wing F.9025 F Wing H.9044 H Wing H.9056 H Wing	F.9008 F Wing F.9025 F Wing H.9044 H Wing H.9056 H Wing
Hospital Ground Floor		G1103 Near Canteen	G1103 Near Canteen	G1103 Near Canteen	G1103 Near Canteen

Sample Workplace Transition Plan and Guiding Questions

This sample Workplace Transition Plan addresses some of the processes that you might consider discussing with your supervisor. It can be customized to fit your needs and vision for your transition.

1. You could first choose to share the news of your upcoming transition with a trusted ally. This person could be a colleague, someone in HR, or a supervisor.
2. You could then contact someone in HR to discuss your plans for transitioning. This would be an opportunity to learn about all policies related to inclusion, coverage for medical transition, if you are comfortable telling your supervisor, etc.
3. A meeting could be planned between you and your supervisor, as well as anyone else you would like to be present.
4. You, the HR Rep, and your supervisor could consider discussing how the announcement will be made. Will it just be sent to your immediate colleagues? Will it be department wide? Division wide? All three? What format? Who should employees with questions contact?

Note: Depending on how widely communication about your transition will be shared, management staff beyond your supervisor should be made aware early so they can be prepared to support once the announcement is made.

5. Consider a timeline for your transition. However, you may not know what this looks like right away. These are some questions to consider as you are planning:

- A) When will you begin using a new name, if you choose to do so?
- B) When will you begin to use your affirming gender pronouns?
- C) If you choose to, when will you begin making changes to your gender expression?
- D) If you choose to, when will you begin transitioning medically?
- E) How long will you need to be away from work? What dates?
- F) When will colleagues be made aware of your transition?
 - i. Do you plan to tell certain colleagues one-on-one? What date?
 - ii. What date should the department announcement be made?
 - iii. What date should the division be made aware?
- G) By what date should your email address, employee ID, and name change go live?

Note: This timeline can be changed, because it is YOUR process. Please remember that certain parts of your transition will take longer than others. Create a timeline that attempts to realistically and accurately predict how long each step might take.

- 6) Consider what bathroom you will use and communicate your needs to your supervisor. Do you need a gender neutral bathroom?
- 7) **For Managers to consider:** Will any bathroom signs need to be changed?
- 8) **For Managers to consider:** If training will be implemented, when will this take place?
- 9) **For you to consider:** If training will be implemented, would you like to be present for it?

Transition Plan for [ENTER NAME]

Note: The process of transitioning can change day to day for an individual. This means, the dates chosen for this plan can change too. These dates are meant to be guides for ensuring that the plan is clear and the involved individuals understand their roles and responsibilities. Lastly, it is possible that it may take a few meetings to complete this plan.

Estimate of date to begin using affirming name and pronouns: _____

- What name should be used at this time: _____

Note: It is completely fine if you do not know at this time.

- What affirming pronouns should be used at this time: _____

Note: It is completely fine if you do not know at this time.

Prior to the above date, is there another name that you would like used: _____

Note: Until you are ready to use your affirming name, you may not want to keep using the name given to you at birth. Some people choose a nickname.

Estimate of date for obtaining employee ID with new photo: _____

Estimate of date for announcement to team members, if applicable: _____

Estimate of date for making department or unit wide announcement, if applicable: _____

Estimate of date for use of a different bathroom: _____

If you plan to medically transition, what dates will you need to be away from work?

Note: It is completely fine if you do not know at this time.

- Start - _____ End - _____

If training is provided for your team, department, or unit ---- would you like to be there?

- Y or N (Circle one.)

Is there additional information/needs you would like to share at this time?

Sample Employee Transition Announcement Email

Sent: Monday, July XX, XXXX 9:00 AM

To: XXXXXXXXXX@uams.edu

Subject: Staff change

Dear [INSERT NAME OF DEPARTMENT OR UNIT],

I am writing to notify you of a change regarding one of our staff members in [NAME OF DEPARTMENT OR UNIT].

On [ENTER MONTH] XX, [ENTER NAME OF EMPLOYEE] will have a new preferred name, thus moving forward would like to be addressed as [ENTER AFFIRMING NAME]. [ENTER AFFIRMING NAME] will be using [ENTER AFFIRMING PRONOUNS] as pronouns.

Leadership is working to support [ENTER AFFIRMING NAME] during [ENTER PRONOUN] transition period, as well as with the performance of [ENTER PRONOUN] job. You may address any questions or concerns to [ENTER NAME OF SUPERVISOR] at [ENTER EMAIL AND PHONE NUMBER] or to [ENTER NAME OF YOUR UNIT'S HR REPRESENTATIVE] at [ENTER EMAIL AND PHONE NUMBER].

If you are interested in learning more about the LGBTQIA+ community at UAMS please visit the LGBT Resource Center for information, education opportunities, and ways to get involved: DDEI Academy for Inclusive Excellence is another great resource that offers programs and workshops designed for participants at all stages of their understanding of diversity, inclusion, and belonging. [Office of Intercultural Education | UAMS Division for Diversity, Equity, and Inclusion](#) You

Greetings Team UAMS,

On behalf of the Division for Diversity, Equity, and Inclusion (DDEI), DDEI LGBTQ+ Subcommittee, and the Rainbow Health Alliance we are so excited to announce the arrival of our brand-new pronoun badge tags.

In an effort to continue co-creating a culture of inclusivity for every member of Team UAMS, DDEI will provide pronoun badge tags for all UAMS students free of charge. Employees seeking pronouns tags can request them in HR from Lindsay Wyatt.

Remember, there is no requirement or mandate that students or employees wear the tags. We simply want them to be available if needed or wanted.

We truly appreciate all you do. Please do not hesitate to call if we can be of any further assistance.



Inclusively Yours,

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