Procedure #: Gender Transition Procedure

General Order:

Applies to: All WSP employees and potential employees

Revised Date:

See Also: Equal Employment Opportunity Commission Guidelines; all applicable RCWs, WACs, Collective Bargaining Agreements, Washington Law Against Discrimination, and Title VII of the Civil Rights Act

CALEA:

I. Gender Transition requested by a current employee:

Action By:	***Action:***
Current Employee	1. Notifies supervisor, district/division commander or Human Resource Division (HRD) in writing of their gender transition. If required by the employee, any accommodation (medical or non-medical) will be part of the information.
Division Commander	2. Immediately consults with HRD Commander or HR Operations Manager or Supervisor of the Health and Safety Team. The division commander and supervisor after receiving information from the employee will ensure confidentiality. 3. Forwards any documents received from the employee to HRD Commander.
HRD Commander (or designee) or HR Operations Manager	4. Sends notification to the requesting employee that the request was received and is being reviewed and that a meeting will be scheduled to discuss any accommodations the employee may require. The employee will be further informed that the employee may bring a representative for support. 5. During the meeting the following will be discussed: a. The approximate time it will take to complete the gender transition. b. The employee's rights during the transition.

	c. The name and pronoun, the employee wants to use; WSP dress code, use of restrooms, and dressing rooms. d. How and when the employee would like to communicate the transition to co-workers, if they choose to. e. Any medical and non-medical accommodation the employee may require. If the meeting is being conducted by the HR Operations Manager or by the Employee Health and Safety Team, an Interactive Process under the American Disabilities Act reasonable accommodation, may be conducted simultaneously. For medical reasons accommodation, the employee may be asked to provide medical documentation. f. The process for legally changing name, social security, driver's license, documentation required to change employee data in HRMS, health care benefits, state sponsored life insurance, etc. g. Provide any electronic links to the employee to assist a smooth transition. 6. Offer training to supervisor or co-workers, if needed. 7. Send name change email after consultation with the transitioning employee.

II. Gender Transition requested by an applicant:

Action By:	***Action:***
Recruiters, HRD	1. During the recruitment process, an applicant or potential applicant asks or inquires about gender transition: a. As part of the application process, or b. Prior to an interview (if selected), or c. After accepting the job offer, Immediately contact the HRD Commander (or designee) or the HR Operations Manager and await further instructions.

III. Applicant already underwent Gender Transition:

Action By:	***Action:***

Background investigators	1. Confirm with the applicant if they underwent gender transition in the past. Ask the applicant about which name and gender to be used when checking references.