

Employees Transitioning at Work

Creating an Action Plan

If and when you choose to share information about being transgender is entirely up to you. You may want to make some changes immediately, while making others more gradually. However, you decide to transition, it is important to know your rights and explore what feels comfortable to you. You may want to speak with your department management and Human Resources team about creating an action plan and timeline.

Some questions and timeframes you may want to consider:

- Are you familiar with your department's nondiscrimination policy and complaint procedures?
- What is your comfort level with sharing information?
- What does safety look like to you?
- What is important for your manager or supervisor and colleagues to know?
- Do you have an ally or someone at work you can trust who will support you and attend meetings with you? Perhaps someone from your DEI Committee?
- Consider developing a timeline as you transition:
 - When do you want to share information? (Do you prefer to share information in person, through email, or some other way?)
 - When will you tell your supervisor and explain what they can do to support you?
 - What are the dates and milestones related to any needs you may have? (e.g. access to a bathroom that aligns with your gender identity, name change, etc.)

You may need to work with the Human Resources Office regarding your transition:

- Do you need time off related to your transition?
- Would you like a department or division/unit announcement to be made about your transition? If so, when? What would you like it to say?
- What do you need for the workplace to feel inclusive to you?
- When would you like to start using different gender pronouns?
- Do you need a new department ID card or badge?
- If you are changing your name, when would you like to make that change?
- If you don't have access to a gender neutral restroom, when would you like to make a restroom change?

The Human Rights Campaign (HRC) Foundation has resources to assist transgender employees.

[HRC - Guide for Trans Employees](#)

[HRC - Assessing Your Starting Point](#)