



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 19-141

Board Meeting Date: 2/12/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Rocio Kiryczun, Human Resources Director
Michelle Park, EEO Manager

Subject: Approval of the County of San Mateo's Transgender Policy

RECOMMENDATION:

Adopt a resolution supporting and accepting the County of San Mateo's Transgender Policy.

BACKGROUND:

Over the past several years, public awareness and education regarding transgender individuals and the challenges faced by transgender employees has increased. Across the country, and particularly in California, the rights and protections afforded to transgender employees and applicants have expanded. The County would like to reaffirm its commitment to providing a welcoming, safe, and inclusive environment for all employees, including transgender and transitioning employees, through its new County Transgender Policy. The County intends to offer several educational training sessions regarding the Policy for interested staff. This Policy was developed through the support and guidance of the County's leadership, Human Resources Department, and a variety of stakeholders including Executive Council/ County Departments, Diversity & Inclusion Taskforce, the LGBTQ Commission, and the San Mateo County Pride Center, among others.

DISCUSSION:

The purpose of the Transgender Policy is to:

- Reaffirm the County's commitment to providing a welcoming, safe, and inclusive environment for all employees. This policy supports the County's Equal Employment Opportunity (EEO) Policy which prohibits discrimination on the basis of certain protected characteristics such as sex, sexual orientation, gender identity, or gender expression.
- Provide guidance to address many of the issues that arise pertaining to transgender and transitioning employees; clarify the expectations and process for managers, supervisors, and employees; and create a safe and productive work environment for all employees.

- Promote respect, inclusion, and support of all employees, including transgender employees, so that all employees can work harmoniously and productively without fear of discrimination, harassment, or stigmatization.

The Transgender Policy sets forth policies and guidance on the following:

- Definitions to assist in understanding the policy
- Proper use of names/ pronouns
- Certain personnel and other records changes and updates
- Process for managers/ supervisors to assist transitioning employees
- Confidentiality of certain information and aspects of the process
- Restroom and locker room usage relating to transgender employees
- Dress codes
- Transition plan including the process, meetings, communication plan, assessment of the Department/ Division's need for staff education and training, referral to professional or other resources as needed, and how to facilitate a productive, smooth transition.

The Transgender Policy reinforces San Mateo County's commitment and goal of supporting our diverse workforce and communities and creating an inclusive, productive workplace. Through equal employment opportunity for all employees, we can continue to attract and retain a workforce best able to serve our diverse community.

EVALUTION PROCESS:

The County will periodically review the policy content to ensure that the guidelines are consistent with evolving and changing legislation.

ENVIRONMENTAL SUSTAINABILITY AND HEALTH:

Not applicable

OFFICE OF PRIMARY RESPONSIBILITY:

Human Resources Department

FISCAL IMPACT:

There is no direct fiscal impact associated with this resolution.