



Transitioning in the Workplace Toolkit

for Employees, Managers, and Human Resource staff

Transitioning in the Workplace Toolkit

Table of Contents

- Introduction..... 4
- Section 1: For Employees..... 6
 - Changing your name before filing for a legal name change 6
 - Where to change your name after you have a legal name change and new Government ID 7
 - Preparing to Transition..... 7
 - People who can support you in your transition at work 9
 - Telling others at work 10
 - Tips for transitioning in the workplace 10
 - Resources to support you through your whole transition 12
 - Joining RAIN 14
- Section 2: For Managers and Supervisors 17
 - Support the Individual 17
 - Training 17
 - Responsibilities..... 18
- Section 3: For HR Staff 21
 - Updating Employee Documents 21
 - Support the Individual 21
 - Training for Staff..... 23
 - Supporting Managers and Supervisors 23
 - Discrimination Law 23
 - State 23
 - Local 23
 - Federal 24
 - Reporting Procedures/Opportunities 24

Resources	26
RAIN	26
LGBTQ+ Commission	26
Washington State Employee Assistance Program.....	26
Human Rights Commission	26
Other LGBTQ+ Agencies with Resources.....	27
Inclusive Language.....	27
Other Guides	27
City of Seattle’s Guide.....	27
King County	27
American Alliance of Museums Guide	27
Gear Up Washington State Guide	28
Human Resource Executive	28
Transgender Law Center	28
Human Rights Campaign Foundation	28
Protection Laws:	28
State	28
Local	29
Federal	29

Introduction



Introduction

Transitioning in the workplace can be a big step toward living openly as one's full, authentic self. It can offer many benefits such as freedom to express gender, support from colleagues, and increased confidence. Many transgender and nonbinary people wish to transition while maintaining safety, comfort, and healthy professional development. This guide was developed with the hope to be used to learn about transitioning in the workplace and how to successfully navigate workplace transitions.

This guide is intended to support discussions around transitioning in the workplace, but the safety and wellbeing of the employee transitioning should be the center of this process. This document is not all-inclusive nor is it legal advice. There may be updated resources and changes that should also be consulted when engaging in this process.

This guide was developed by members of the Rainbow Alliance and Inclusion Network (RAIN). RAIN is a Washington State Employees' LGBTQ+ Business Resource Group (BRG) and is an equal opportunity resource group. We welcome all Washington state employees who identify as lesbian, gay, bisexual, transgender, queer, intersex or other diverse sexual orientation, gender identity and gender expression groups, and their allies. RAIN encourages all members to bring their authentic selves to the BRG. To learn more about RAIN visit our website www.lgbtq.wa.gov/rain or email us at rain@ofm.wa.gov.

In addition to this guide as a resource, we encourage state employees to access the Washington State Employee Assistance Program (EAP). The Washington State Employee Assistance Program was created to promote the health, safety, and well-being of public service employee. Services are private and confidential and are provided at no cost to employees. Employees can reach out for support at any time through the [employee web page](#) or by calling [877-313-4455](tel:877-313-4455).

Section 1:

For Employees

Section 1: For Employees

Purpose: To provide resources and tools for the person transitioning in the workplace. Each workplace should have different systems and processes in place for each of these steps. This document is intended to be used as a general guide and not direct instruction. Connect with your managers, human resources professionals, and other relevant parties if you have concerns.

Changing your name before filing for a legal name change

Many communications at work do not require legal documents to change. You can often request these changes through your agency's IT department or Human Resources.

If you are changing pronouns and/or want to have your pronouns displayed alongside your name, this is also a good time for those changes.

Here are some places you can change your name before filing a legal name change:

- Email address: Request an IT request or 'help ticket'- to payroll name change.
- Demographic data: Use the Employee Affirmative Action and Demographic Data Form, found here: [Supplemental Profile Data \(wa.gov\)](#)
- Email signature: Look in your Outlook signature settings for this.
- Name or handle on communication platforms (e.g., Zoom, Teams, WebEx, etc.)
- Name plate
- Business cards
- Organization directory (including website or other publications)
- Training documents and videos still in use that reference you or provide your contact information
- Letterhead and agency stationary
- Resumé, including professional accounts (e.g., LinkedIn, Indeed, Glassdoor, Careers.wa.gov/NEOGOV career profile, etc.)
- Professional association memberships (i.e., American Accounting Association, Association for Talent Development (ATD), etc.)

- Voicemail greeting (repeat as necessary for voice changes)

If changing your name, also consider notifying:

- Any outside agency personnel that you work with on a regular basis.
- Think of folks you work with or contact regularly who may not be included in the list of co-workers who will be informed of your transition.

Where to change your name after you have a legal name change and new Government ID

If you have a gender marker change on your new government ID, you may want to consider updating the following:

Human Resources. This should include:

- Workplace associated health insurance
- Retirement
- Life insurance
- Payroll
- Agency ID cards or Building ID cards

Professional licenses and certifications required by the workplace:

- For example: Medical or Nursing licenses, which are changed through the Department of Health

Preparing to Transition

Know your rights before you come out at work!

Agencies are required by the Washington State Human Rights Commission (HRC) to change names in some places even if it is not legally changed yet.

[HRC Guidance:](#)

“Is an employer required to change the name and/or sex of a transitioning employee in company records?”

“Records kept by the company for legal purposes (tax forms, payroll records, workers' compensation documents, etc.) should reflect the employee's legal name. For all less formal forms of identification, employers should ask a transgender employee what name and [specific pronoun they prefer], and use them consistently. An employer should then make sure that all non-legal references to the employee's name and gender (such as e-mail, photo ID, organization charts and directories, business cards, and workplace signs) are consistent with the employee's gender identity and expression.”

If your agency does not correct this, you can contact HRC to support or file a complaint. You can also file complaints with the [National Civil Rights Commission](#) and the [U.S. Equal Employment Opportunity Commission](#).

If you feel like you are experiencing discrimination after coming out at work, refer to your agency's nondiscrimination policy. If your agency has an Equal Opportunity office, you can contact the office to ask about your rights and any questions you have. You can also file a discrimination complaint with:

- The [Washington State Human Rights Commission](#)
- The [U.S. Equal Employment Opportunity Commission](#).
- The [U.S. Department of Labor Civil Rights Center](#)
- Your union (if you are represented)

Each individual transitioning will have their own unique circumstances. You could benefit from creating a customized action plan in advance that looks at your specific situation. Being open and honest about your needs and experiences can help you work together with a supportive team in the workplace, ultimately creating a smoother transition process for you.

Some things to consider when making an action plan:

- Name change.
- Pronoun change and/or display of pronouns alongside name.
- Will there be any aspects of medical transition that could require accommodations from your agency during the process?
- Who should be involved and who would you like to tell first?
- Does your agency or division offer trainings or resources?

Not everyone needs to consider all the above factors at once; this is a reference, not a comprehensive list.

People who can support you in your transition at work

Everyone's journey is different and who you include in that journey will vary based on your comfort. Below is a list of people who might be able to help you transition in the workplace. This list is meant to be high-level guidance.

Ultimately, it is up to you to decide who you are comfortable with including in your journey. You only have to share what you want to share about your transition

- Human Resource Consultant: can help you navigate updating forms, navigating different types of leave (PFML, FMLA, etc.), or helping with a Reasonable Accommodation if needed. They may also be able to provide additional support to you and your supervisor/manager during the process.
- Supervisor/Manager: can help support you through your process by helping you navigate system updates and changes, as well as set a tone of acceptance and inclusion. If you are not comfortable with your direct supervisor or manager, you can reach out to other leadership that you are comfortable with to help you navigate the process.
- Co-workers: if you have a co-worker you trust, they may be someone who can provide support through your journey.
- Union representative (if represented.)
- EAP: can offer problem assessment, referral, short-term counseling, in-the-moment emotional support, and presentations. As part of the referral and short-term counseling process, EAP staff can help you find counselors who list LGBTQIA+ and gender identity as specialties. The online [Client Intake Form](#) for counseling includes options for a preferred first name and pronouns. More information on EAP services on the [website for employees](#) or by calling 877-313-4455.
- RAIN: can provide a place for you to meet other people who have transitioned in the workplace, can provide support, resources, and guidance as needed.
- Diversity, Equity, and Inclusion Office or Division: some agencies have a DEI office which may follow a different name (e.g., Workplace Culture) that can

help you navigate your specific agency's policies and provide workplace training to those you work with.

Telling others at work

Telling others at work is going to look different for everyone and there is not one right way to do this. You only need to share what you want and are comfortable with sharing and you do not need to tell everyone if you don't want to. It is your journey, and you get to decide what path it takes.

This is a non-exhaustive list of different ways this could look:

- Telling everyone on your team at one time either verbally or via email.
- Telling everyone individually.
- Telling your supervisor or manager and not disclosing to your team.
- Telling your supervisor or manager and asking them to tell your team.
- Telling a couple of co-workers first and then telling your whole team.
- Only telling a few close co-workers.
- Only telling people the information they need (such as your new name and/or pronouns) and not disclosing you are transitioning.

Tips for transitioning in the workplace

- Restrooms: gendered restrooms can be a source of discomfort for some people who are transitioning. Some people start using the restroom that aligns with their gender right away, some wait until a later time, and some folks simply choose whichever makes them feel most safe in that setting (this can be especially true for nonbinary people who do not have a restroom that aligns with their gender). If you would prefer a gender-neutral restroom you can ask your supervisor, manager, HR person, or even facilities if there are any gender-neutral restrooms available in your building.
 - [Know your rights](#): Transgender employees in Washington State should be allowed to use the restroom that aligns with their gender identity. In the event that someone that is not the transgender or nonbinary employee is uncomfortable with this, it is up to that person to find an alternative restroom to use. It is not the

responsibility of the transgender or nonbinary employee to find a different restroom to use.

- Pronouns: one common issue that may come up is getting misgendered. Although some people who misgender may not have intended to and simply need some practice, it can still be harmful and discouraging. If you find that someone is repeatedly misgendering you, you can consult with your supervisor or manager who can provide resources and support to the individual to help them adjust.
 - If you want, there are many places where you can choose to display your pronouns alongside your name. These include your Outlook signature, your Outlook automatic replies, and your Zoom name.
 - You can create a Zoom or Teams virtual background that has your pronouns on it.
 - You can create a profile picture that has your pronouns on it.
- Questions that come up: if/when you tell co-workers you are transitioning, they may have questions. You can answer those questions if you are comfortable, or you can ask a supervisor/manager/HR person to be available to answer questions, so you do not have to.
- Discrimination: Ideally you will not experience discrimination. If you feel like you are being discriminated against you have several options. You can do any and all that are available to you.
 - Every state agency, except higher education institutions, is required to have an anti-discrimination, harassment, and sexual harassment policy per [State HR Directive 20-03](#). Refer to your agency's policies and procedures for more information.
 - Some agencies have internal departments that conduct investigations into discrimination complaints. Ask someone you feel comfortable with for information such as your supervisor, HR consultant, or DEI staff.
 - If you are in a represented position, you can talk to a union representative and/or shop steward. A shop steward will advise you of your options, including the grievance process.
 - To file a discrimination complaint outside of the agency, you may file with:
 - The [Washington State Human Rights Commission](#).

- The [U.S. Equal Employment Opportunity Commission](#).
- The [U.S. Department of Labor Civil Rights Center](#).

Resources to support you through your whole transition

Resources for name and gender changes:

- [Diversity Alliance of the Puget Sound: HRT Supply and Name Aid Programs](#)
 - Name Aid provides financial assistance for legal name changes in WA Washington.
- [Ingersoll Gender Center: Info Sheets and Guides](#)
 - Ingersoll has microgrants and legal assistance to help with name and gender marker changes.
- [Washington Law Help](#), maintained by Northwest Justice Project
 - While this isn't a transgender-specific resource, it gives information about how to change your name by court order and has a [Resource Packet for asking the court to waive your filing fee](#).
- [National Center for Transgender Equality: ID Documents Center](#)
 - [Overview of the Name and Gender Marker Change Process in the United States](#)
- [Trans Lifeline: ID Change Library](#)
- [Trans Lifeline: Microgrants](#) to provide trans and nonbinary people with low-barrier funds and support to correct names and/or gender markers on identifying legal documents

Resources for military members and veterans:

- [Washington State Department of Veterans Affairs: LGBTQ Veterans](#)
 - Designated LGBTQ+ Veterans Outreach Coordinator
 - Connecting lesbian, gay, bisexual, transgender, and queer+ veterans to their earned benefits, services, programs, resources, and information to promote the economic security and financial stability of veterans, and their spouses and dependents; assisting with the upgrade of discharge status, including if you were given an other-than-honorable discharge under the Don't Ask, Don't Tell policy
- [National Center for Transgender Equality: Know Your Rights- Military Records](#)
- [U.S. Department of Veterans Affairs LGBTQ+ Health Program](#)

- [National Center for Transgender Equality: Veterans Health Administration Care for Transgender Veterans](#)

Legal Resources:

- [QLaw Foundation of Washington: LGBTQ+ Legal Clinic](#)
 - Discrimination (employments, housing, insurance, school, etc.)
 - Changing legal name and gender
- [Lavender Rights Project: Legal Services](#)
 - Focus on serving the Black and Indigenous gender-diverse community
 - Legal representation and advocacy (family law, civil rights, trans-related legal matters)
 - Referrals (benefits, criminal law, disability, housing discrimination, immigration, medical/senior discrimination, police brutality, unemployment law, LGBTQIA issues)
- [National Center for Transgender Equality: Transgender Legal Services Network](#)

Health insurance resources:

- [National Center for Transgender Equality: Health Coverage Guide](#)
- [National Center for Transgender Equality: Medicare Guide](#)
- [Ingersoll Gender Center Healthcare Provider Database](#)
- [Washington State Health Care Authority: Employee and Retiree Medical Plans and Benefits](#)
 - Look for [Health Plan Medical Benefits Comparison Tool](#) for comparing deductibles, out-of-pocket limits, copay, specialist copay, etc.
 - Look for [Health Plan Medical Plan Premiums](#) for information on employee monthly premiums

Mental health resources:

- [Washington State Employee Assistance Program \(EAP\)](#)
 - A program created to promote the health, safety, and well-being of public employees. services are private and confidential and provided at no cost to employees.

- To access EAP counseling, visit the [Employees page](#) or, call 877-313-4455
- [Trans Lifeline: webpage](#)
- (877) 565-8860 [The Trevor Project: webpage](#)
 - 866-488-7386
 - Crisis intervention and mental health services for those ages 13-24
- The Gay, Lesbian, Bisexual and Transgender National Hotline
 - 888-843-4564
 - Monday through Friday from 1 p.m. to 9 p.m., Pacific Standard Time
 - Saturday from 9 a.m. to 2 p.m., Pacific Standard Time

Community Support:

- [Ingersoll Gender Center: main page](#)
 - [Ingersoll Gender Center: Info Sheets and Guides](#)
 - [Ingersoll Gender Center: Weekly Trans Peer Support Group](#)
 - (previously met in person in Seattle, but currently meeting remotely over Zoom due to COVID-19)
- [Diversity Alliance of the Puget Sound: main page](#)
 - [Diversity Alliance of the Puget Sound: Groups](#)
 - Various groups and social activities (i.e., support groups, tea gatherings, bar crawl, movie/game nights, mindfulness/yoga)
 - [Diversity Alliance of the Puget Sound: HRT Program](#)
- [Lavender Rights Project: Washington State Black Trans Task Force](#)
 - Referrals for support, demanding justice for Black communities, housing for Black trans community, and other resources

Joining RAIN

The Rainbow Alliance and Inclusion Network is the LGBTQ+ Business Resource Group for Washington state employees. We provide inclusive spaces for LGBTQ+ state employees to find community and shared experience. We advocate for LGBTQ+ state employees through our three subcommittee's work:

- Best Practices
- Communication and Outreach
- Safe Places

RAIN meets every third Thursday of the month.

If you are interested in joining, please email RAIN at: rain@ofm.wa.gov

For more information, visit our website at: www.lgbtq.wa.gov/rain

Section 2:

For Managers and Supervisors

Section 2: For Managers and Supervisors

Purpose: To provide resources and tools to leadership to ensure they can effectively help their employees transitioning in the workplace.

Support the Individual

- Treat them as an individual: follow their lead on what they need.
- Use the correct pronouns for the individual. If you are unsure on pronouns, ask.
- Let the individual know they are supported:
 - Let them know that you encourage them bringing their full, authentic self to work.
 - Recognize each person's transition is different and support all of their decisions throughout the process (do not question their decisions, respect their privacy).
 - Allow the employee to set the timetable for their transition and how and when they come out at work.
- Ask them how/when/if/who they would like to notify team members and other co-workers:
 - Ask how to best support them during and after the transition.
 - Work with them to create a timeline.
- Work with them to develop a plan, what they might need day-to-day at work.
- Be active in bystander intervention related to subtle and extreme forms of harassments. Set the tone of acceptance with your team.
- Check in with the individual throughout the transition process:
 - Ask if they'd like the opportunity to give feedback on the transitioning process/policies. Make it clear you are open to any and all feedback and the individual will not face consequences for anything they say.

Training

- Educate yourself on gender identity, gender pronouns, and trans-competency topics.

- Educate your team in a way that make the transitioning individual comfortable [see list of [resources](#)].
- Educate yourself on your biases. Your work on addressing these biases is vital as you support the employee transitioning.
- Do not put the education effort and emotional labor on the individual.
 - Some individuals may want to be more active in the education efforts and need to be allowed to support this effort if they want to, and not forced to if they do not.
- Look at providing your team training on microaggressions, pronouns, and other diversity topics to continue to make your team more inclusive.
- Establish a community agreement with your team to help call out biases and microaggressions as they occur in the workplace.

Responsibilities

- Restrooms
 - [Know the law](#): Transgender employees in Washington state are allowed to use the restroom that aligns with their gender identity. If someone who is not the transgender or nonbinary employee is uncomfortable with this, it is up to that person to find an alternative restroom to use.
 - If your agency or building does not already use [inclusive bathroom signage](#), consider advocating that they do.
- Name Change
 - Agencies are required by the [Washington State Human Rights Commission](#) to change names in some places even if it is not legally changed yet.
 - Know the places where an employee's name can be updated and places that require legal documentation updates to change.
- Pronouns
 - Know places where pronouns can be changed and where pronouns can be displayed alongside a name [e.g., Alexandria (she/her)].
 - Understand that gender can be evolving and one's understanding of their gender may change over time. Be open and receptive, people

who may have multiple pronoun changes throughout their employment.

- Work with HR to see how you can support the employee.
- Seek out any other internal supports that may be available:
 - Does your agency have internal Employee Resource Groups that the employee can go to or that your team or workgroup can receive training from?
 - Are there other internal trainings (or trainings other agencies offer) or support that you can offer the individual or your team?
 - Reach out to other state agencies that may have supported employees through transition before.

Section 3:

For HR Staff

Section 3: For HR Staff

Purpose: To provide resources and tools to HR to ensure they can effectively help the person transitioning. HR and leadership should use tools to ensure a positive workplace culture prior to an employee requesting assistance. See the [HRC Gender Identity and Gender Expression Workplace Review document](#).

Updating Employee Documents

- Utilize the Human Resource Gender Identity and Gender Expression Workplace Review form (linked above) and familiarize yourself with this form.
- Places to update information: Badge, email, name changes, picture ID, Social Security, I-9 forms.
 - Someone's name can be changed on all non-legal documents prior to the staff member changing their name legally. Only legal documents require a legal name change to be able to update them.
- Help employee update forms.
- Make changes in HRMS.
- Provide a checklist for documents to update:
 - My Portal (direct changes for the employee)
 - Name change, I-9, W-4, badge, Emergency Contact form, benefits, insurance, email (IT staff)

Support the Individual

- Treat them as an individual: follow their lead on what they need.
- Use the correct pronouns for the individual.
- Let the individual know they are supported:
 - Let them know that you encourage them to bring their full, authentic self to work.
 - Recognize each person's transition is different and support all of their decisions throughout the process (do not question their decisions, respect their privacy).
 - Allow the employee to set the timetable for their transition and how and when they come out at work.

- Ask them how/when/if/who they would like to notify team members and other co-workers.
 - How to support them during and after the transition.
 - Find out if they have talked to managers and colleagues:
 - Do they need support in talking to managers/colleagues?
 - If HR isn't trained/skilled in providing that support, are there other employees in the agency that have transitioned that would be able to advocate/support the individual? This support should be completely voluntary.
 - If not, reach out to RAIN or LGBTQ Commission.
 - Reach out to other state agencies that may have supported employees through transition before.
 - Reach out to your Diversity, Equity, and Inclusion office if you have one for further resources and guidance.
- Restrooms
 - [Know the law](#): Transgender employees in Washington should be allowed to use the restroom that aligns with their gender identity. In the event that someone that is not the transgender or nonbinary employee is uncomfortable with this, it is up to that person to find an alternative restroom to use. It is not the responsibility of the transgender or nonbinary employee to find a different restroom to use.
 - If your agency or building does not already use [inclusive bathroom signage](#), consider advocating that they do.
- Provide leave information (FMLA, PFML, Shared Leave) to the employee so they understand what they can access if medical care is a part of their transition.
- Explore use of reasonable accommodations, as appropriate.
- Review agency policies, procedures, and guidelines to ensure gender inclusive language is used and to ensure policies are in place for a safe and respectful workplace.
- Be active in bystander intervention related to subtle and extreme forms of harassment. Set the tone of acceptance with your team.

Training for Staff

- Educate yourself and other HR staff on gender identity, gender pronouns and trans-competency topics. This is vital before becoming a resource for training and support to agency staff and leadership [see list of [resources](#)].
- Seek out/issue training for staff and make sure other employees have access to training.
 - Create a goal to be proactive, not reactive with your training plan.
- Have educational opportunities all year and through different mediums (articles in newsletter, Lunch and Learn, trainings, etc.)
- Are there agencywide actions that you can take, such as manager-specific training or facilities training?
- Work with other state agencies to provide training to your staff if your agency does not currently have training available for select topics.

Supporting Managers and Supervisors

- Support managers and supervisors to make it clear they need to support their employees.
- Review policies and law with managers and supervisors so they fully understand the implications of not supporting their employees.

Discrimination Law

State

[Human Rights Commission: Guide to Sexual Orientation and Gender Identity and The Washington State Law Against Discrimination.](#)

[Human Rights Commission: Sexual Orientation & Gender Identity in Employment](#)

Washington Law Against Discrimination (WLAD), explicitly prohibits discrimination because of “gender expression or identity,” which includes actual or perceived identity ((RCW) 49.60.040(26)).

Local

Some cities ([Burien](#), [Olympia](#), [Seattle](#), and [Tacoma](#)) and one county ([King](#)) have passed local laws prohibiting discrimination based on gender identity and expression.

Federal

Two federal laws (Title VII and Title IX) have been interpreted by the courts and federal agencies to protect against discrimination based on gender identity in some settings.

Employment Law: Title VII prohibits discrimination based on sex in employment. In 2020, the U.S. Supreme Court ruled that Title VII prohibits discrimination based on gender identity and sexual orientation (See *Bostock v. Clayton County*, 140 S.Ct. 1731 (2020)). In response, the [Biden Administration issued an executive order in January 2021](#) directing federal agencies to adapt their policies, regulations, existing orders, and programs to the court's decision.

The Equal Employment Opportunity Commission (EEOC), the agency responsible for enforcing anti-discrimination provisions under Title VII, [issued a fact sheet](#) explaining the Supreme Court case and highlighting their previous decisions prohibiting discrimination against transgender employees.

Reporting Procedures/Opportunities

The following items are resources for employees to use if they face discrimination in the workplace as a result of their transitioning:

- Internal process per agency policy
- Their union (if represented)
- Washington State Human Rights Commission
- State Employee Whistleblower's program
- U.S. Equal Employment Opportunity Commission
- Washington State Executive Ethics Board
- Local police department
- Legal counsel
- Employee Assistance program (EAP)

Resources

Resources

RAIN

RAIN is a Washington State Employees' LGBTQ+ Business Resource Group (BRG) and is an equal opportunity resource group. We welcome all Washington state employees who identify as lesbian, gay, bisexual, transgender, queer, or other diverse sexual orientation, gender identity and gender expression groups, and their allies. RAIN encourages all members to bring their authentic selves to the BRG. To learn more about RAIN, visit our website www.lgbtq.wa.gov/rain or email us at rain@ofm.wa.gov.

RAIN work products

- [RAIN Adding Pronouns to Your Signature Line FAQ](#)
- [RAIN Recommendation for Use of Pronouns in Communications](#)
- [RAIN Recommendation Including Gender X options on Forms](#)
- [RAIN Recommendation Inclusive Bathroom Signage](#)
- [RAIN 2022 Pride Month Toolkit](#)

LGBTQ+ Commission

The Washington State LGBTQ Commission works to improve the state's interface with the lesbian, gay, bisexual, transgender, queer, two-spirit, and intersex community, identify the needs of its members, and ensure there is an effective means of advocating for LGBTQ equity in all aspects of state government.

[Statewide Resources Page](#)

Washington State Employee Assistance Program

The Washington State Employee Assistance Program (EAP) is a program created to promote the health, safety, and well-being of public service employees. EAP services are private and confidential and provided at no cost to employees. Employees can reach out for support at any time through the [Employee web page](#) or by calling [877-313-4455](tel:877-313-4455).

Human Rights Commission

[Human Rights Commission: Sexual Orientation & Gender Identity in Employment](#)

Other LGBTQ+ Agencies with Resources

- [Ingersoll Gender Center](#)
- [Gender Justice League](#)
- [QLaw Foundation](#)
- [Lavender Rights Project](#)

Inclusive Language

- [General Information and Definitions from the LGBTQ+ Commission](#)
- [Glossary of Equity-Related Terms – Washington State Diversity Equity and Inclusion Council](#)

Other Guides

City of Seattle's Guide

This document defines the City of Seattle's expectations for welcoming and supporting transitioning, gender diverse and transgender city employees. It also serves as a roadmap for transitioning employees, and their supervisors and coworkers. The goal is a safe and productive workplace environment for all employees.

These guidelines are consistent with the city's commitment to RSJ and Workforce Equity.

You can find more information on the [City of Seattle Human Resource page](#).

King County

[Gender Identity in the Workplace: Policies for Supporting Transgender, Non-binary and Gender Diverse Employees.](#)

American Alliance of Museums Guide

[A Coworker's Guide to: Gender Transition and Transgender Inclusion in the Museum Field](#)

"Gender Transition and Transgender Inclusion in the Museum Workplace: A Toolkit for Trans Individuals, Institutions, and Coworkers is the result of three

teams of trans and allied museum professionals working across the country to create resources that are approachable even to those without any prior knowledge about the trans community. The Toolkit comes at a time when the transgender community is constantly under attack. The education and knowledge it provides can create a path for those interested in becoming allies and can foster a more inclusive atmosphere within the museum field. We hope that the Toolkit will prove useful to those who are transitioning or those who wish to improve the diversity and inclusion policies around them.”

Gear Up Washington State Guide

[Supporting Transgender and Nonbinary Students: College Admissions & Financial Aid](#)

“This resource guide is designed to assist college access professionals who work with high school students who identify as lesbian, gay, bisexual, transgender, non-binary, or queer (LGBTQ+). The information provided has an emphasis on supporting transgender youth who plan to continue their education at a postsecondary institution. This guide is not intended as legal advice and has been compiled from a variety of sources (see page ten). Students should contact their prospective postsecondary institutions or Federal Student Aid for specific guidance.”

Human Resource Executive

[How to Ease Transgender Transitions at Work Article](#)

Transgender Law Center

[Model Transgender Employment Policy: Negotiating for Inclusive Workplaces](#)

Human Rights Campaign Foundation

[Template for Gender Transition Guidelines](#)

Protection Laws:

State

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