**Supporting Staff who are Transitioning**

**Guidance for Managers**

This guidance note should be read in conjunction with the University’s [Equality and Diversity Policy: Appendix E.](http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/equalitypolicy/app-e/) The information provided is to support line managers to have a supportive and sensitive discussion with a member of staff who is transitioning. This guidance directs the line manager to areas where consideration and agreement should be made by the member of staff with the support of their line manager. If at any point prior to, during or after this discussion, staff or line managers would like support, please contact the Equality and Diversity Unit or your local HR team.

Evidence has shown that staff transitioning gender have concerns about potential bullying and harassment which may occur. A planned, sensitive discussion is an opportunity for the line manager to reassure the individual that the University supports them, and will address any concerns they raise promptly and sensitively. You may choose to agree an action plan with the staff member going forward.

In addition to the Equality and Diversity Policy, line managers of staff transitioning gender may want to consider the role performed by this staff member and discuss whether a temporary redeployment or adjustment to their duties may be suitable. This may occur if the staff member is in a manual role and they are going through medical treatments, or if they are in a public facing role. This should be discussed sensitively with the staff member and assumptions should not be made.

The University would recommend reviewing some additional sources of information, prior to your discussion with the member staff. The process outlined in the ECU document should be used as a structured guide to supporting a member of staff during their transition. The second document provides additional useful information and guidance on this topic and should assist you and others to understand the role a manager will play in assisting their colleague at this time.

[Equality Challenge Unit: Supporting a student or member of staff who is transitioning](https://www.ecu.ac.uk/publications/supporting-transitioning-guide/)

[Scottish Transgender Alliance and Stonewall Scotland: Changing for the Better](http://www.scottishtrans.org/wp-content/uploads/2013/03/changing_for_the_better.pdf)

[Trans staff: Rachel’s story (ECU Case Study)](https://www.ecu.ac.uk/casestudies/trans-staff-rachels-story/)

**1. Topics for discussion**

**1.1 Name and presentation**

* Does the member of staff intend to change their name and/or title? When would they like to start using this name/title?
* When would they like to start dressing and presenting in their acquired gender? Will there be any phasing for this? Are they required to have a dress code at work – what considerations are required for this?

**1.2 Time off for medical procedures**

* If they are having any medical and surgical procedures, do they know when this might happen? Will they require any time off for this medical treatment?

**1.3 Local facilities**

* When would they like to start using toilet and/or changing facilities appropriate to their acquired gender? The individual may prefer to use unisex facilities where these exist close to their work place. (Please note disabled toilets should not be suggested as an alternative.)

**1.4 Internal systems/services and other staff/students**

* University systems: which internal systems will require updating to ensure the staff details are correct? (For example: Core, MyCampus, Agresso, Enlighten) When will this take place and who is responsible for actioning this (this would normally be their line manager, with support from HR/EDU).
* When will colleagues in their immediate team and across the University be informed? How will this be communicated and by whom?
* When and by what method will students (if relevant) be advised of the staff’s transition?
* Are there any other services in the University who should be advised of the transition (e.g. Sports and Recreation, Library, Pensions, Car Parking), who will action this?

Remember that you may seek advice and support from your local College/US HR team or the Equality and Diversity Unit at any time during your discussions