

Transgender Patrons and Participants	Pol. 9.76
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As adopted by the Glenview Park Board of Commissioners on June 28, 2018.

Purpose: To create a safe recreational environment with equal access for all participants and patrons of the Glenview Park District. It will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis.

Background: It is the Park District’s policy to treat all of its patrons and participants with dignity and respect and to provide an environment that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The Park District understands and respects that gender identity is a very personal matter that should be respected.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth.
- “Transgender Man” is a term used to describe an individual who currently identifies as a man, but whose assigned gender at birth is female.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman, but whose assigned gender at birth is male.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one’s gender identity.

Privacy

All persons have the right to privacy. All participants and patrons should register with their assigned gender. If registering under an affirmed gender is preferred, the park district may require a letter from a doctor or therapist. In this case, no one except staff approved by the legal guardians can be informed of the gender status. The Park District shall not require proof of gender.

Names/Pronouns

Participants and patrons should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is registered. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy.

Gender-Segregated Activities

To the best of their ability, staff should reduce or eliminate segregation by gender during activities or the daily routine. When segregation by sex cannot be avoided participants should be included in the group that corresponds to their gender identity. This includes participation in recreation sport activities and teams for preadolescent children. Transgender or non-conforming gender adolescent and adult individuals will be considered on a case by case basis.

Restroom Accessibility

Transgender and non-conforming gender individuals should use restroom facilities that conform to their gender identity. In the same fashion that all participants are encouraged to respect the privacy of others when using restroom facilities, transgender participants should do the same.

Locker Room Accessibility

The use of locker rooms by transgender patrons/participants shall be assessed on a case by case basis. Staff will keep in mind the goal of maximizing the participant's social integration and equal opportunity to participate in District Programs in a safe and comfortable environment. The participant or patron should be allowed access to the locker room that conforms to their gender identity. In the event that increased privacy is requested by the transgender individual, an alteration to the changing schedule should be made or access to a family locker room or other private changing area such as a nearby office area should be made available. In no case should a transgender or non-conforming gender individual be required to use a locker room that conflicts with their affirmed gender. In addition, all efforts should be made to keep the individual's gender status confidential.

Dress Code

District dress codes shall apply equally to transgender, non-conforming gender and non-transgender individuals.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints.

Transgender Employees	Pol. 9.75
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As adopted by the Glenview Park Board of Commissioners on June 28, 2018.

Purpose: To create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis.

Background: It is the Park District’s policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All Park District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The Park District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth.
- “Transgender Man” is a term used to describe an individual who currently identifies as a man, but whose assigned gender at birth is female.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman, but whose assigned gender at birth is male.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include

changing one's name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one's gender identity.

Employee Responsibilities

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, human resource manager or upper level administrative staff. The employer may not be aware about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability with regard to what they will need or require from the employer to help facilitate a smooth transition.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed time line. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the District who will need to be engaged in the transition process. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

Co-Worker Responsibilities

Be open, honest and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of the District's anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the Park District. This prohibition applies not only to discrimination but also to harassment based upon an individual's gender identity or expression. Failure to adhere to the Park District's non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable the District can assist them in learning more about the transition process. All efforts should be made to make the transitioning co-worker understand nothing related to his or her employment or employment status has changed.

Employer Responsibilities

It is expected that the employer will remain supportive of a transitioning employee and his/her needs. The employer should always act in accordance with the District's non-discrimination policies.

Positive support is essential. Employers must be prepared to listen and be open-minded. Conversations should be kept confidential from anyone who is not directly involved with the transition process. Try to get input from the employee about how they would like the information shared with the rest of the staff. Ask questions and allow the employee to educate

co-workers and staff members provided that such education does not interfere with the operations of the District. Set up a main point of contact with the employee. It should be someone they feel completely comfortable with. That person can assist the employee in creating a Transition Plan.

Supervisors

Supervisors shall be responsible for the following:

- Ensuring that all employees in their work areas comply with this policy.
- Ensuring that transgender, gender non-conforming and/or transitioning employees are not subject to discrimination or a hostile work environment because of their gender identification or presentation.
- Ensuring that the District protects personal and medical privacy rights of gender non-conforming, transgender and/or transitioning employees.
- Ensuring that transgender, gender non-conforming and/or transitioning employees are treated with dignity, respect, and confidentiality.
- Ensuring that other employees are using the proper pronoun and name for the transgender, gender non-conforming or transitioning employee.
- Developing a transition plan with human resources to assist the transitioning employee in the transition process.

Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records, it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists and other internal documents. The District will make every effort to recognize a transgender employee's preferred name.

Names/Pronouns

Employees should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working in the gender that reflects the employee's gender identity and presentation, the employee shall be allowed access to the restrooms and (if provided to other employees) locker rooms that correspond to the employee's

full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. In the event that a co-worker objects to using the same restroom or locker room facility that is being used by a transgender employee, the Park District shall designate a different restroom or locker room facility for that co-worker.

Dress Code

Transgender and non-conforming gender individuals will be allowed to dress as their affirmed gender within District dress codes. A transitioning employee's attire should remain professional and in conformance with required Park District dress code standards. Dress codes shall be applied to all employees equally.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are outlined in the Glenview Park District Personnel Policy Manual.