



Delaware Department of Human Resources
Supporting Transgender Individuals in the Workplace
Checklist for Human Resources

This document gives HR professionals a checklist they can use to guide their discussions with transgender employees. This could mean someone who has already transitioned to their correct gender expression, or someone who will be transitioning while employed with the state. This checklist, along with the Workplace Transition Plan and Guidelines for Gender Transition in the Workplace, support the transgender employee and the HR professional in ensuring smooth transition planning and implementation.

Items to discuss with transitioning individual(s):

<input type="checkbox"/>	Confirm individual’s preferred or legal name and chosen gender pronoun(s).
<input type="checkbox"/>	Provide employee with the Gender Identity Policy and Procedure, Respectful Workplace and Anti-Discrimination Policy and EEO Policy : Make sure individual understands their rights.
<input type="checkbox"/>	Working environment: Does the individual anticipate challenges, or can the individual identify support?
<input type="checkbox"/>	Appearance and attire expectations: Appearance and attire should correspond with their gender identity and/or expression and align with departmental dress codes.
<input type="checkbox"/>	Restroom and facilities use: Make sure they know they can use any bathroom that corresponds to their gender identity, and that harassment will not be tolerated.
<input type="checkbox"/>	Potential training: Ask individual if their work unit could benefit from cultural competency training in this area. Training may be provided with the assistance of Statewide Training and Strategic Initiatives
<input type="checkbox"/>	Ongoing support: Provide opportunity for individual to schedule check-ins or the State’s ComPsych resource.
<input type="checkbox"/>	Discuss the Gender Transition in the Workplace Plan

If individual is transitioning and will take leave during this time:

<input type="checkbox"/>	Be sure to advise the employee about sick leave and other leave options such as FMLA .
<input type="checkbox"/>	Health insurance, life insurance, and other benefits are managed by the Statewide Benefits .

If individual will be changing their legal or preferred name:

<input type="checkbox"/>	Legal name change: Legal name change is required for legal documents, such as payroll and pensions. If the individual requests information on legal name change, direct them to the Court of the Common Pleas “Name Change” packet .
<input type="checkbox"/>	Retirement benefits: Help individual connect with the State of Delaware Office of Pensions .
<input type="checkbox"/>	Health Benefits: Help individual connect with Statewide Benefits .
<input type="checkbox"/>	Update the Employee Information Form
<input type="checkbox"/>	Make the Preferred name change: Use the Preferred First Name Operating Procedure

Required Action Items

<input type="checkbox"/>	Provide transitioning individual with copies of the Gender Identity Policy and Procedures , Guidelines for the Transitioning Individual , and Guidelines for HR and Management , and/or provide website linking those documents
<input type="checkbox"/>	Complete preferred name change using the Preferred First Name Operating Procedure
<input type="checkbox"/>	Complete the Gender Transition in the Workplace Plan
<input type="checkbox"/>	Obtain new security badge when possible (Preferred names can be requested for those agencies where the vendor can issue building security access cards with preferred name. Preferred names may be used unless prohibited due to security policies.)
<input type="checkbox"/>	Update Employee Information form
<input type="checkbox"/>	Update Fleet form
<input type="checkbox"/>	Update departmental staff directory
<input type="checkbox"/>	Conduct search of all web and intranet sites to ensure they reflect individual’s chosen name and gender
<input type="checkbox"/>	Update individual’s email account and computerusername (Submit a ServiceNow ticket to DTI to request changes to State email address indicating a preferred name is requested and approved.)
<input type="checkbox"/>	Update individual’s phone line (the name display)
<input type="checkbox"/>	Replace name plate (if applicable)
<input type="checkbox"/>	Replace photos on display (if applicable)
<input type="checkbox"/>	Provide new W-4 form/Direct Deposit Form (if applicable)
<input type="checkbox"/>	Order business cards (if applicable)