

**TITLE:** Affirming Transgender, Nonbinary and Gender Diverse Employees

**NUMBER:** BUL-141509

**ISSUER:** Francisco J. Serrato, Ed.D.  
Interim Chief Human Resources Officer  
Human Resources

**DATE:** July 3, 2023

**POLICY:** The Los Angeles Unified School District continues to strive to create affirming school and work environments for our transgender, nonbinary and gender diverse staff, students, and family members. The District issued its first Transgender Affirming Reference guide in 2004 to help schools support our transgender students. The Gender Identity and Students– Ensuring Equity and Nondiscrimination Bulletin (BUL-6224.2) serves as a model for the nation. This policy underscores many of the provisions provided for transgender and gender diverse students and includes specific guidelines for employees.

Transgender, nonbinary and gender diverse individuals are valuable members of our staff, student body, and community. The purpose of this communication is to emphasize and clarify the District’s policies and practices for ensuring equity and nondiscrimination for our entire workforce, including transgender, nonbinary and gender diverse employees, and to provide guidance for supporting employees who wish to be recognized by a name, gender markers (e.g., he/she/they) and honorifics (e.g., Mr., Ms., Mx. [pronounced “mix”]) that differs from those by which they have been known.

Please refer to Attachment A for a definition of terms relevant to this policy.

Every person is unique; there is no singular gender journey. Some people openly identify as transgender, nonbinary, or gender diverse, others prefer to be known solely by their affirmed identity and do not want their history disclosed.

**ROUTING**  
All Employees  
All Locations

The District prohibits discrimination, harassment, retaliation, intimidation, and bullying based on, among other “protected categories,” the actual or perceived sex, sexual orientation, gender, gender identity, gender expression, or the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics (See BUL-6612.1 Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure).

Transgender, nonbinary and gender diverse District employees/applicants have the same access, rights, responsibilities, and protections as any other District employee/applicant. All employees/applicants must be provided full access to perform work and to resources and facilities by their lived gender identity, gender expression, or perceived gender identity.

**MAJOR  
CHANGES:**

This is a new policy.

**GUIDELINES:**

**Non-Discriminatory Hiring Guidelines**

Los Angeles Unified School District is committed to a diverse workforce representing the communities we serve. Our recruitment and hiring practices provide equal access as well as ensure the District does not discriminate based on any protected category. The California Fair Employment and Housing Act prohibits discrimination, harassment and retaliation based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person (California Government Code § 12940).

Gender, gender identity, and gender expression are specifically protected under the California Fair Employment and Housing Act. That means that employers may not discriminate against someone because they identify as transgender or gender diverse. This includes the perception that someone is transgender or gender diverse.

**Maintaining Privacy and Confidentiality**

Medical, personal, and intimate details of an employee’s gender identity and gender expression are personal and private. While supervisors should ask the name, pronoun, and honorific by which a person wishes to be addressed, they should not ask questions designed to detect a person’s gender identity, including asking about their marital status, spouse’s name, or relation of household members to one another. Supervisors are never

permitted to ask questions about a person's body or medical interventions. A person's status as transgender, nonbinary, or gender diverse may not be shared without the expressed permission of the individual.

**Restrooms and Facilities**

All employees have a right to safe and appropriate restroom facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's assigned sex at birth. There are no unique requirements for transgender, nonbinary or gender diverse staff.

[Section 118600 of the California Health and Safety Code](#) requires that all single-user bathroom facilities are identified as all gender and have signage that designates them as such. All-user bathrooms, as the name implies, must be available for anyone without a qualification. It is prohibited to impose unique requirements on certain employees. Schools and offices should post a sign in a prominent location, such as the front office or adjacent to gendered restrooms, indicating the locations of the all-user facilities.

**Dress Codes & Grooming Standards**

All District dress codes and grooming standards are gender neutral. Staff are expected to dress and practice grooming standards that are appropriate for their job duties.

**Gender-Specific Job Duties**

Most job duties are gender neutral. However, there are duties for which the staff gender may be a consideration. For example, coaches may be asked to supervise students in sex-segregated locker rooms or restrooms, and aides may be asked to assist students with exceptional needs with their personal care.

**Official and Unofficial Name and Gender Changes**

Employees may request that their chosen first name or gender appear on all unofficial records (e.g., staff ID, classroom rosters, email) (See Attachment B, Request for Unofficial First Name/Gender Change). Official records, such as payroll and benefits, require documentation demonstrating a legal name and/or gender change (LAUSD Name Change Request Form [8040](#)); handled by the Office of Employee Relations.

**Creation of or Changes to a District Email Address**

- Current employees – Once an unofficial first name/gender change form has been received and processed by the Office of Employee Relations, the employee will request a modified District email address with Information Technology Services (ITS) and a new email address and/or email display name will be created in compliance with this policy's guidelines.
- New employees – a District email address will be created upon assignment processing which complies with this policy's guidelines regarding affirmed name and/or gender.

**Working Together**

LAUSD has many transgender, nonbinary, and gender diverse employees. Most people readily share their gender identity through their use of pronouns, honorifics, and expression (e.g., attire, hair, jewelry). Transgender, nonbinary, and gender diverse employees have the same latitude. Encouraging everyone to share their pronouns can reduce stigma and communicate the District's value of an affirming learning and working environment.

The implementation of these guidelines must be made collaboratively with the employee and may change over time or with certain circumstances.

**Recruitment and Onboarding**

The Human Resources Division and Personnel Commission will establish inclusive and unbiased recruiting and onboarding practices that ensure the District represents a welcoming atmosphere for all prospective employees. These inclusive recruiting and onboarding practices are best described as:

- Consideration of Pronouns – when meeting (or interviewing) with applicants, whether in person or by phone, staff will strive to include chosen pronouns wherever possible.
- Fostering a Welcoming and Inclusive Workplace Culture – recruiters and hiring staff will be well versed in this policy if asked during the recruiting or hiring process.
- Ensuring the wording on recruitment, hiring, and onboarding forms and class descriptions are gender-inclusive and gender-neutral pronouns are used.
- Avoiding the use of gender-coded language in recruitment flyers. Commonly used words like 'dominate' and 'competitive' are masculine-

coded, while words like ‘supportive’ are feminine-coded. These gender-coded adjectives may discourage applicants of a gender which does not align with these descriptors.

**Guidelines for Administrators, Managers, Supervisors**

If/when an employee approaches an administrator/manager/supervisor requesting support in changing the name and gender marker by which they have been recognized in the workplace, the administrator/manager/supervisor should be supportive, refrain from intrusive questions, and assure the employee of complete support from the District. Employees are to be recognized by their affirmed name and gender, regardless of legal documents.

- Review relevant District policies related to non-discrimination and protocol for unofficial first name/gender marker change requests (See Attachment B).
- Discuss with the employee what, when, and how they would like their chosen name/gender marker/honorific communicated to other staff, students and/or families. Some employees prefer to make those disclosures themselves; others may desire administrative assistance. Written announcements and mass emails are ill-advised because they may be used or reposted in unintended ways.
- Misgendering and misnaming can be very stressful for the employee. Discuss with the employee how they would like misgendering or misnaming addressed. Some staff may wish to address it themselves; others may wish for the administrator/manager/supervisor to address it on their behalf.
- If there is a compelling reason to know a person’s prior names, explain “*I need to get your employment history. Have you held a credential under a different name?*” This information is considered confidential and should not be shared except on a need-to-know basis.
- If a person requests not to work with an employee solely because of the employee’s gender identity, expression, or other protective factor, such a request will not be honored.

**Guidelines for Staff**

Staff and students will make every effort to learn and use the asserted names, gender markers (e.g., he/she/they) and honorifics (e.g., Mr., Ms., Mx. [pronounced “mix”]) of staff and students. Misgendering and misnaming can be very distressing for an employee. Honest mistakes happen. Apologize and make a concerted effort to be accurate next time. A consistent or intentional misgendering or misnaming of a person would be a violation of District policy.

- Model being supportive and affirming by sharing your own pronouns when making introductions or by adding your pronouns to your email signature line. Allies can support their colleagues by expressly correcting misgendering and misnaming when they hear it.
- Avoid making assumptions about a person's gender identity. A person may express (i.e., present) differently than their asserted identity. For example, if a guest asks for the adult restroom, direct them to the men's, women's, and all-user restrooms so they may select the one that is most appropriate.
- If unsure of what pronoun or honorific to use, ask, "*How would you like me to address you?*"

**Reporting Discrimination and Harassment**

Employees have an affirmative duty to report discrimination or harassment as well as other violations of District policy. Any District employee who believes they have experienced or witnessed discrimination or harassment is encouraged to report it to their supervisor or the Equal Opportunity Section (see BUL 6612.1 Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure.

**AUTHORITY:** [Senate Bill 179 – Gender Recognition Act Of 2017](#)

[Assembly Bill 1732, 2015-2016 – Single-User Restrooms Act](#)

[Transgender Rights in the Workplace, California's Civil Rights Department](#)

**RELATED RESOURCES:** [BUL 6612.1 Non-Discrimination and Anti-Harassment \(Including Sexual Harassment\) Policy and Complaint Procedure](#), issued by the Office of the General Counsel, January 30, 2019

[BUL 6224.2 Gender Identity and Students - Ensuring Equity and Nondiscrimination](#), issued by Office of the General Counsel, May 17, 2019

[BUL 5798 Workplace Violence, Bullying and Threats \(Adult-to-Adult\)](#), issued July 16, 2012

[MEM 5818.10 Non-Discrimination Statement](#), issued by the Office of the Genral Counsel, April 25, 2022

[REF-6799.1 Sex-Specific and All-Gender Single and Multiple-User Restrooms](#), issued by Office of the General Counsel, July 8, 2019

[REF-120309 Affirming the Obligation to Address Discrimination/Harassment](#), issued by the Office of General Counsel, January 3, 2022

[LAUSD/HR Form 8040, Name Change Request Form, March 9, 2020](#)

[To Enforce the Respectful Treatment of All Persons](#), Board Resolution, passed on October 17, 1988

[Taking PRIDE in LA Unified's LGBTQ+ Community](#), Board Resolution 024-22/23, adopted on June 6, 2023

**ATTACHMENTS:** Attachment A – Important Terms  
Attachment B – Request for Unofficial Name and Gender Marker Change

**ASSISTANCE:** For assistance or further information please contact:

[Office of Employee Relations](#) at (213) 241-6591 or [employeeverify@lausd.net](mailto:employeeverify@lausd.net)

[Personnel Commission](#) at (213) 241-7800 or [perscomm@lausd.net](mailto:perscomm@lausd.net)

[Division of Benefits Administrations](#) at (213) 241-7685 or [benefits@lausd.net](mailto:benefits@lausd.net)

[Equal Opportunity Section](#) at (213) 241-7685 or [EqualOpportunitySection@lausd.net](mailto:EqualOpportunitySection@lausd.net)

[Human Relations, Diversity & Equity](#) at (213) 505-4744 or [humanrelations@lausd.net](mailto:humanrelations@lausd.net)

[Office of Staff Relations](#) at (213) 241-6056

Regional, Administrators of Operations/Coordinators/Title IX Designees:

- Region North: (818) 654-3600
- Region West: (310) 914-2100
- Region South: (310) 354-3400
- Region East: (323) 224-3100

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## IMPORTANT TERMS

**Addressing the difference between “sex” and “gender:** *Sex* (i.e., male, female, or intersex) is assigned at birth based on a combination of a baby's biological characteristics, including chromosomes, hormones, and reproductive organs, and is originally documented on a person's birth certificate. *Gender* is defined as the "socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate" based on sex.

**Agender:** An identity under the nonbinary and transgender umbrellas. Some agender individuals have no gender identity, although some define agender as having a gender identity that is neutral.

**Bigender:** An identity under the nonbinary and transgender umbrellas. Bigender individuals identify with more than one gender.

**Cisgender:** A person whose gender identity matches with the sex they were assigned at birth.

**Gender diverse:** *A person whose gender identity or gender expression does not conform to socially defined male or female gender norms.*

**Gender Non-Conforming (GNC) or Genderqueer:** An umbrella term for those who do not follow gender stereotypes or who expand ideas of gender expression or identity.

**Gender fluid:** Refers to an identity under the nonbinary and transgender umbrellas. Gender fluid individuals have different gender identities at different times. A gender fluid individual's gender identity could be multiple genders at once, and then switch to none or move between single gender identities. For some gender fluid people, these changes happen as often as several times a day, and for others, monthly, or less often.

**Gender identity:** A person's internal sense of being male, female, or something else such as agender, binary, gender fluid, gender nonconforming, genderqueer, or nonbinary. Since gender identity is internal, one's gender identity is not necessarily visible to others. All people have a gender identity.

**Nonbinary:** is an umbrella term for gender identities that are not exclusively male or female.



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**Transgender:** is an umbrella term used to describe people whose gender identity differs from the gender they were assigned at birth.

**Gender expression:** is defined by the law to mean a “person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.”

**Gender Transition:**

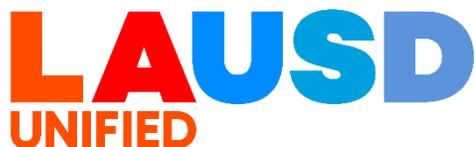
Is somewhat of a misnomer because it suggests a change from one condition to another. Many transgender and gender diverse individuals assert that they have always held that gender identity. The only “change” is that now they are sharing their true selves with others. The term is used here because it is widely recognizable.

1. *Social transition* involves a process of socially aligning one’s gender with the internal sense of self (e.g., changes in name, gender markers, bathroom facility usage, participation in activities like sports teams).
2. *Physical transition* refers to medical treatments an individual may undergo to physically align their body with an internal sense of self (e.g., hormone therapies or surgical procedures). A person does not need to complete any medical or legal step in a gender transition in order to be protected by the law. An employer may not condition its treatment or accommodation of a transitioning employee upon completion of a particular step in a gender transition.

**Pronouns:** terms used to substitute a person's name when they are being referred to in the third person. Some common pronouns include he/him/his, she/her/hers, and they/them/their(s). A person's gender should not be assumed based on their pronouns.”

**Employee Name or Gender Changes:**

- Informal – the employee’s affirmed name/gender is used in all interpersonal interactions.
- Unofficial – the employee’s affirmed name/gender are used on all non-legal documents, including but not limited to emails, class rosters, school and District websites, etc.
- Official – the employee has legally changed their name/gender with supporting legal documents.



LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN

### Request for Unofficial Name/Gender Change

This form is to be used by LAUSD employees requesting to affirm their gender marker and/or first name to appear on **unofficial** District records (e.g., staff ID, classroom rosters, email). If you have questions concerning the submission of this request, please contact the Office of Employee Relations.

To affirm your first name and/or gender marker, you must submit this completed and signed form to [employeeverify@lausd.net](mailto:employeeverify@lausd.net).

**Legal name and/or gender changes will appear on official District records.** Employees who request to have their name and/or gender changed legally should complete the Name Change Request Form (HR-8040).

Employee Information	LAUSD email
Employee #:	
Name as it currently appears on District records	Requested Affirmed First Name
First Name:	First Name:
Middle Name:	
Last Name:	
Gender marker as it currently appears on District records	Requested Gender Marker
Male      Female      Non Binary	Male      Female      Non Binary
List all previous names	
Employee Signature	
Signature:	Date:

LAUSD HR Form 8041 06/2023