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## Human Resources.

### **Transgender – Guiding Principles**

The University is committed to building a diverse workforce where everyone can be themselves. As part of our commitment to Equality, Diversity and Inclusion, Excellence Through Inclusion and compliance with the Equality Act (2010), we will ensure that all staff (including transgender people, staff associated with transgender people and people perceived to be transgender) are treated with dignity and respect and will not tolerate any discrimination, harassment, bullying or victimisation during recruitment and their employment. This relates to all transgender people, in line with their own identity and including those with non-binary identities, regardless of whether or not that person has transitioned legally or surgically.

#### **Scope:**

All Staff (See Rights and Responsibilities for more details)

#### **Legal Compliance/Context**

#### **Protected Characteristic under Equality Act 2010 (Gender Reassignment Regulations 1999)**

The Equality Act 2010 prevents the discrimination, harassment and victimisation against a person whose gender identity differs from the gender assigned at birth.

To be protected, the Transgender person **does not** need to have undergone any specific treatment or surgery to change from their birth sex to their preferred gender (as this is a personal process rather than a medical one) and this protection is provided at any stage in the transition process, from proposing, undergoing, or having completed the reassignment of their gender.

#### **Key Principles:**

- 1 The University will ensure that all aspects of employment are conducted fairly, whereby all individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the University.



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- 2 The University is committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation and where all staff are equally valued and respected. Outing somebody without their permission may constitute harassment.
- 3 The University recognises the importance of staff being able to express their gender identity within the workplace and as such will provide personalised support to a member of staff before, during and following their transition.
- 4 The University will develop an appropriate Transition Support Plan (see guidance for more details) for the staff member. This will be developed in consultation with the individual and other relevant parties (usually the line manager and HR, and if appropriate, advice can be sought from the Lesbian, Gay, Bi-Sexual and Transgender (LGBT+) staff network ensuring that all the decisions made are respectful of the individuals wishes and their dignity at work.
- 5 **The University will respect the privacy of all transgender members of staff.** It will ensure that confidential and protected information relating to their gender identity is **NEVER** disclosed without prior written consent from that individual. As an employer, the University will ensure compliance with section 22 of the Gender Recognition Act 2004, which provides extended protection to the confidentiality of information relating to staff applying for or in receipt of a Gender Recognition Certificate.

The University will ensure that key members of staff who will have direct or indirect involvement with an individual's transition (e.g. Line Managers, Colleagues, HR, Payroll, Pensions, Recruitment and Selection Coordinators etc.) have appropriate information/ briefings, to ensure this compliance.

- 6 The University will ensure that, from the agreed transition date, the individual's staff record accurately reflects their preferred gender. As part of the Transition Support Plan, the University and the individual will agree the transition date and how their historical records will be preserved from this date.

Public Department 1 (PD1) at the HMRC updates changes to gender and name and also handles tax matters for those who have fully transitioned to ensure that transgender history or status is not



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revealed to those dealing with their tax: <https://www.gov.uk/tell-hmrc-change-of-details/gender-change>

The Department of Work and Pensions can also ensure confidentiality regarding National Insurance history by allowing only professionals in a senior position to access the records of transgender people. For individuals who make a successful application to the Gender Recognition Panel and are awarded a full Gender Recognition Certificate:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/677567/gender-recognition-pensions-and-benefits.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/677567/gender-recognition-pensions-and-benefits.pdf)

- 7 The University recognises that the process of an individual's transition is unique and that the duration of any transition will vary significantly depending upon the individual and their personal choices.
- 8 The University will provide reasonable time off for a staff member to receive medical or other treatment in relation to their gender reassignment. The University will ensure that time off for these purposes will be treated no less favourably than time off for illness or other medical appointments. Where their absence level then triggers an absence management alert, the manager and staff member should review the sickness records and, in liaison with Human Resources, determine next steps to best support the individual, taking account of the need to balance each individual's circumstances with the needs of the University.
- 9 The University's LGBT+ network will offer mutual support to transgender staff (<https://www.sheffield.ac.uk/hr/equality/networks/lgbtnetwork>). **Please note that gender identity and sexual orientation are not interchangeable terms and staff should not assume that a transgender person has a particular sexual orientation.** To note: the LGBT+ staff network may not be the most appropriate source of support for some transgender people. An individual who is now presenting as 'cis-gender', heterosexual male or female, may not feel very comfortable in an LGBT+ support group. HR or external support groups may be more appropriate (see below).
- 10 The University aims to create an inclusive environment, and will endeavour to generate awareness of transgender equality within the University community, via, for example, training, hosting of events, through the Open@TUOS allies network, etc.

**How the University supports this:**



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<p>The University will ensure that considerations and decisions are made in accordance with the Equality Act 2010. Also see: <a href="#">Gender Recognition Act 2004</a>.</p>	<p><a href="http://www.sheffield.ac.uk/hr/equality/psed/equalityact">www.sheffield.ac.uk/hr/equality/psed/equalityact</a></p>
<p>The University will respond and investigate any allegations of unacceptable behaviour in line with the relevant University procedures (Dignity at Work/Grievance Procedure).</p>	<p><a href="http://www.sheffield.ac.uk/hr/guidance/resolve">www.sheffield.ac.uk/hr/guidance/resolve</a>  <a href="http://www.sheffield.ac.uk/hr/guidance/eamp/dignityatwork">www.sheffield.ac.uk/hr/guidance/eamp/dignityatwork</a>  <a href="http://www.sheffield.ac.uk/hr/guidance/disputeresolution/procedures">www.sheffield.ac.uk/hr/guidance/disputeresolution/procedures</a></p>
<p>Managers may seek advice from Human Resources (Faculty HR Manager) and/or Workplace Health and Wellbeing, to assist them in supporting an individual's transition.</p>	<p><a href="http://www.sheffield.ac.uk/hr/aboutus/whoweare/hrservices">www.sheffield.ac.uk/hr/aboutus/whoweare/hrservices</a>  <a href="http://www.sheffield.ac.uk/hr/wellbeing">www.sheffield.ac.uk/hr/wellbeing</a></p>
<p>Staff may seek advice and support from Human Resources (Faculty HR Manager) as well as Workplace Health and Wellbeing, the University's LGBT+ Network and the University's recognised Trade Unions.</p>	<p><a href="http://www.sheffield.ac.uk/hr/aboutus/whoweare/hrservices">www.sheffield.ac.uk/hr/aboutus/whoweare/hrservices</a>  <a href="http://www.sheffield.ac.uk/hr/wellbeing">www.sheffield.ac.uk/hr/wellbeing</a>  <a href="http://www.sheffield.ac.uk/hr/equality/networks/lgbtnetwork">www.sheffield.ac.uk/hr/equality/networks/lgbtnetwork</a>  <a href="http://www.sheffield.ac.uk/hr/guidance/tu">www.sheffield.ac.uk/hr/guidance/tu</a></p>
<p>The University will ensure that any records in relation to an employee's personal information is confidential and collected and stored in accordance with the Data Protection Act 1998 (DPA).</p>	<p><a href="http://www.sheffield.ac.uk/hr/guidance/leave/sickness/disability/confidentiality">www.sheffield.ac.uk/hr/guidance/leave/sickness/disability/confidentiality</a></p>

### Additional sources of support:

<p>Equality and Human Rights Commission</p>	<p><a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a></p>
<p>Gender Recognition Act 2004</p>	<p><a href="http://www.legislation.gov.uk/ukpga/2004/7/contents">www.legislation.gov.uk/ukpga/2004/7/contents</a></p>
<p>Equality Act 2010</p>	<p><a href="http://www.gov.uk/guidance/equality-act-2010-guidance">www.gov.uk/guidance/equality-act-2010-guidance</a></p>



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Gendered Intelligence	<a href="http://genderedintelligence.co.uk">genderedintelligence.co.uk</a>
Scottish Transgender Alliance	<a href="http://www.scottishtrans.org">www.scottishtrans.org</a>
Gender Identity Research and Education Society (GIRES)	<a href="http://www.gires.org.uk">www.gires.org.uk</a>
Advance HE	<a href="http://www.advance-he.ac.uk">www.advance-he.ac.uk</a>
The Beaumont Society	<a href="http://www.beaumontsociety.org.uk">www.beaumontsociety.org.uk</a>
UK Transgender Info (practical guidance)	<a href="http://uktransinfo.eu">uktransinfo.eu</a>
Stonewall	<a href="http://www.stonewall.org.uk">www.stonewall.org.uk</a>
Press For Change	<a href="http://www.pfc.org.uk">www.pfc.org.uk</a>

### Document Control

**Last Updated:** June 2019

**Date of Next Review:** June 2020. In the meantime, we welcome feedback on this guidance to update and review as appropriate.



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### Glossary of Terms

The University acknowledges the fluidity of language in this area, which is varied and frequently changes as perceptions change. We are keen to use terms which are generally accepted and in some instances in the table below, we have taken our definitions from the Gender Identify Research and Education Society (GIRES) or Stonewall.

Cisgender (cis)	Someone whose gender identity is the same as the sex they were assigned at birth ( <a href="#">Stonewall</a> ).
Gender Dysphoria	<b>Gender dysphoria</b> is a condition where a person experiences discomfort or distress because there is a mismatch between their biological sex assigned at birth and <b>gender</b> identity ( <a href="#">NHS</a> ).
Gender identity	<p>A person's innate sense of their own gender, whether male, female or non-binary (see below), which may not correspond to the sex assigned at birth (<a href="#">Stonewall</a>).</p> <p>Some people experience a gender identity that is inconsistent with their sex appearance, or may regard themselves as <b>gender neutral, non-binary</b> or on a spectrum between male and female.</p> <p>People have the right to self-identify, and many people reject the whole idea of binary tick-boxes, and describe themselves in <b>non-binary</b>, more wide-ranging, open terms such as <b>pan-gender, poly-gender, third gender, gender queer, neutrois</b> and so on. Pronouns he/she, his/hers, may be replaced with more neutral pronouns such as: they, per, zie or fey; and the title Mx may be preferred to Mr, Mrs, Miss or Ms. © GIRES 2015</p> <p>Note: be mindful that these terms may not be suitable for someone who has permanently transitioned. Ask and be guided by the individual.</p>
Gender recognition certificate (GRC)	This is provided to an individual who has made a successful application under the Gender Recognition Act 2004 to the Gender Recognition Panel. The individual must show that they have lived in their acquired gender for two or more years and intends to do so permanently, and they must have been medically assessed as having gender dysphoria. However, no medical treatment is required.



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	<p>Further to a government consultation process in October 2018 on how to best reform the Gender Recognition Act, information on recent developments in legislation will be available in due course at: <a href="https://www.gov.uk/government/consultations/reform-of-the-gender-recognition-act-2004">https://www.gov.uk/government/consultations/reform-of-the-gender-recognition-act-2004</a></p> <p>A GRC gives an individual legal recognition in their acquired gender, giving that person the rights and responsibilities belonging to someone who had been recognised as that gender from birth. The individual will be able to obtain a new birth certificate (if the birth was registered in the UK). There are strict privacy provisions around GRCs and it is an offence for a person who has acquired this information in an official capacity to disclose it to any other person (Gender Recognition Act s22(1)).</p>
Intersex	<p>A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary (<a href="#">Stonewall</a>).</p>
Sexual Orientation	<p>Sexual orientation refers to sexual attraction between one person and another – it is not the same as gender identity. Gender identity and sexual orientation are not interdependent. For example, a transgender male may identify as homosexual, heterosexual, bisexual or asexual.</p>
Transgender	<p>This is an inclusive term describing all those whose gender expression falls outside typical gender norms. It is can often be the preferred term for those who change their identity permanently, as well as for others who, for example, cross-dress intermittently. Those who live continuously outside gender norms, sometimes with, and sometimes without, medical intervention are covered by this term. Non-binary gender identities, such as 'gender-neutral', 'gender-fluid' or 'gender-non-conforming', also fall under this umbrella term.</p>
Transsexual	<p>This term is now considered old fashioned and refers in law to a person who proposes to undergo, is undergoing, or has undergone gender reassignment. The term does not include non-binary identities. The term <b>transgender</b> is more inclusive and considered more acceptable terminology (see above).</p>



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Transition	<p>Transition is the term used to describe the permanent full-time adaptation of the gender role in all spheres of life: in the family, at work, in leisure pursuits and in society generally. A few people make this change overnight, but many do so gradually over a period of time, changing their presentation intermittently, and sometimes whilst undergoing early medical interventions such as hormone therapy. Transition does <b>not indicate a change of gender identity</b>. The person still has the same identity post transition; the changes are to their gender role, gender expression and sometimes their sex characteristics, to bring these in line with their identity. © GIRES 2015.</p> <p>Non-binary individuals may be less likely to undertake a process of transition; they may also be more likely to assume an androgynous or fluid role, sometimes with medical help to reduce their original gender-related physical characteristics.</p>
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### Rights and Responsibilities

<p><b>All Staff</b></p> <ul style="list-style-type: none"><li>● All staff have the right to be treated with dignity and respect, regardless of their gender identity.</li><li>● All staff have a responsibility to treat their colleagues with dignity and respect, regardless of their gender identity.</li><li>● All staff have a responsibility to challenge or report acts of discrimination, bullying, harassment or victimisation relating to gender identity.</li><li>● All staff have a responsibility not to disclose or discuss a person's transgender status with any third party, without explicit permission from that individual. As such behaviour will be considered to be harassment and will be dealt with according to the University's Disciplinary Procedure.</li></ul>
<p><b>Transgender Member of Staff, including those with non-binary identities</b></p>



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- All transgender staff have the right to choose whether to disclose their gender identity, including to whom this information is disclosed, how this information is disclosed and in what circumstances it may be disclosed.
- All transgender staff have the right to make reasonable requests to the University that documents, records and systems are changed to reflect their preferred name and gender. They do not have to have undergone medical intervention.
- All transgender staff have the right to appropriate support before, during and following their transition, as well as equal opportunities with regards to career progression and other professional opportunities. This support can be provided by their line manager/HR/Health and Wellbeing/LGBT+ network. Support should be provided to ensure that they are not disadvantaged by a 'transgender history'.

### **Manager**

- All managers have the right to necessary support from HR.
- All managers have the right to seek appropriate support and guidance whilst assisting a member of staff with their transition. The HR Faculty Representative should be the first point of contact.
- All managers have a responsibility to provide appropriate support to a staff member during their transition.
- All managers have a responsibility to store sensitive information, relating to a person's transition, appropriately and in compliance with both the Data Protection Act and the Gender Recognition Act.
- All managers have a responsibility to obtain explicit permissions from the individual before discussing their gender transition with others or making any changes to departmental records/systems.
- All managers have a responsibility to act promptly and appropriately to any complaints raised regarding acts of discrimination, bullying, harassment or victimisation relating to gender identity. The HR Faculty Representative would be the first point of contact for such particular grievances or complaints.

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- HR have a responsibility to provide appropriate support to staff who wish to make a transition to their preferred gender.
- HR have a responsibility to provide appropriate support to managers who are assisting a member of their staff with their transition. The HR Faculty Representative should be the first point of contact.
- The HR Faculty Representatives have a responsibility to ensure that key members of staff who will have direct or indirect involvement with an individual's transition (e.g. Line Managers, Colleagues, HR, Payroll, Pensions, Recruitment and Selection Coordinators etc.) are briefed appropriately to ensure compliance with Section 22 of the Gender Recognition Act 2004. They will also ensure who has responsibility for making sure that Payroll, Pensions, Recruitment Coordinators etc. have access to (and understand) the relevant information.

### **Guidance for colleagues**

If your colleague is making a transition to their preferred gender, you will naturally want to be as supportive as you can. However, as this experience is likely to be new one, you may be worried about saying or doing the wrong thing. The following points may be helpful as informal guidelines on how to be respectful of people transitioning.

- Remain friendly and considerate, even if you are unsure what to do or feel uncomfortable with the situation.
- Listen to the person, they may tell you how you can best support them.
- Use their chosen name, not their birth name.
- Use the pronouns appropriate to their preferred gender e.g. he/she, her/him, they/them, ze/zir/zem. If you are speaking to a transgender person and are unsure if they wish to be addressed as he/she, avoid using gendered terms or politely ask how they would like to be addressed. If you accidentally use the wrong pronoun, apologise once then carry on with the conversation.
- It is not appropriate to use the terms 'sex change' or 'pre-/post operative' as these imply that the process of transition must involve some form of surgery - which may not necessarily be the case - and also implies that the surgery takes place in one stage rather than in several.
- Be guided by the language used by your transgender colleague. The terminology in our 'Glossary of Terms' is a helpful guide, but it is important to be aware that language in this area is fluid, and it is therefore important to respect the language used by the individual.
- Be respectful of the individual's privacy. They may not feel comfortable discussing information about their past.



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- Similarly, do not disclose a person's transgender status to anyone else without explicit permission from the individual.
- Whilst it is not necessary to be an expert on Transgender issues, it is likely to be helpful to seek information, advice and support to improve your understanding and appreciation. See Key Principles – Sources of Support.
- If you accidentally use the wrong name or pronoun, it is best to apologise immediately and move on quickly. Don't draw too much attention to genuine mistakes in terms of misgendering or using the individual's 'dead name', i.e. name related to previous perceived gender. Too many apologies can be embarrassing for the individual.

### **Case study re: helping a member of staff to transition.**

Michael has been employed by the same employer for 10 years. He has always performed well and receives positive appraisals. He works in a team of five people and his job involves some contact with the public.

Last week Michael met with Dave, his line manager, and told him that he plans to transition, to live and work permanently as a female. Michael is taking annual leave in one month's time and he intends to begin his transition when he returns from leave. At that point, he wants to be known as Karen.

Dave does not know what to do. He has never come across this situation before and does not know if the company has a policy on transgender equality. He wants to support Michael, but is scared of saying or doing the wrong thing, and he is worried that Michael will not be accepted by his work colleagues once he presents himself as Karen.

Dave asks Michael what he would like to happen next. Michael says that he wants to be accepted as Karen and to get on with the job that he enjoys. He knows that some people may find the situation difficult at first and wants to do everything he can to help colleagues feel comfortable about his transition. He also says that, because he is the person who is transitioning, he needs to feel in control of how the situation is handled at work. Dave asks Michael if he would like to be redeployed while he is completing his transition, but Michael does not want this. However, he does want an assurance that the company will handle any hostile reactions from colleagues, and that he will be supported if a member of the public raises any objections to dealing with him.

Dave and Michael decide to meet in a couple of days to draw up a plan of what needs to be done to help make the transition process as smooth as possible. Dave asks Michael if he can ask Heather, the HR manager, to join them at the next meeting, because some actions, for example changing Michael's name on his records, will need to be performed by HR. Also, there may be a need to review some of the company's HR policies in light of this experience. For example would they still be considered for promotion/staff development after long absences, or if it is easier for them to work part-time for a while. Michael agrees that a three-way meeting to discuss the plan would be useful, as long as at this stage the knowledge of his transition remains confidential.



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To help Dave prepare for the next meeting, Michael suggests that he has a look at the websites of a couple of transgender organisations.

At their next meeting, Dave, Michael and Heather discuss what the plan should cover. The issues raised include: communication (who needs to know about the transition and when, and who should inform people about it); what the likely timescale for the process will be and how much time off Michael might need for medical appointments after returning from leave (some flexibility may be required and bearing in mind that the scheduling of appointments will not be entirely in Michael's control); what records need to be changed; and the toilet arrangements. All three feel that the organisation can get a lot done while Michael is on holiday.

A key concern for Michael and Dave is how to let Michael's team know about the transition. Although Michael has always got on well with his colleagues, he is nervous about telling them and asks if Dave could do this while he is on leave. Dave is willing to do this and Heather offers to join him at the meeting.

Michael agrees to work with Dave on what information his colleagues need to know. In this case, they decide that people should not know the purpose of the meeting in advance, only that something important will be discussed, to help avoid preconceptions. Michael says that once his colleagues have been informed he would be willing to meet with them, perhaps over lunch, to answer any queries that they may have, as long as Dave is also present. He also wants to write to his colleagues to explain how important transitioning is to him so that they understand his particular circumstances.

A few weeks later, while Michael is on leave, Dave calls a team meeting. Before doing so, he obtains some information on transitioning from one of the external organisations (Note: or if there is one, this could be from an internal expert who can provide face-to-face support) and, with Michael's help, prepares responses to some of the questions that could arise. At the meeting, Dave explains Michael's forthcoming transition to Karen. He encourages discussion and asks people to raise any concerns.

A couple of people ask about the use of toilets, and Dave explains that it is important for 'transitioning and post-transition' people to be able to use the toilet appropriate to his or her acquired gender, and that Karen will use the women's toilet. He says that if anyone feels uncomfortable with this, they should speak to him. The other issue raised is what they should do if they call Karen by her previous name of Michael or say "he" instead of "she" when referring to Karen. Dave says that mistakes may happen and that the important thing is to apologise to Karen and move on quickly. Too many apologies can be embarrassing for the individual: don't draw too much attention to genuine mistakes in terms of misgendering or using the individual's 'dead name', i.e. name related to previous perceived gender. Dave says that it would be disrespectful to Karen to keep using the wrong name, and could amount to harassment.



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At the end of the meeting, Dave mentions that Karen has offered to have a lunchtime chat with the team on her return. People welcome this, and one person says that it will be a good way of showing Karen that she is welcome back.

[Adapted from: Source: Xpert HR - [www.xperthr.co.uk](http://www.xperthr.co.uk)]



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### **General Guidance**

#### **Recruitment and Selection**

A transgender person is under no obligation to identify themselves as such in their application, at interview or on recruitment. Unconscious Bias training is available and recommended to all staff to help ensure that a transgender individual (or who is perceived as transgender) is considered in the same way as any other candidate.

#### **Applications and Interviews**

If an applicant chooses to declare their gender identity within their application or at interview, it is helpful to advise them of the University's related Policy/Guidance.

It is inappropriate to ask about a person's transgender status at interview. If the individual volunteers this information, where appropriate, discussion should be restricted to areas relevant to the interview and the prospective job role.

Recruiters should actively support individuals wishing to keep their gender status confidential and ensure that their privacy is maintained.

#### **Eligibility to Work**

All staff are required to present proof of their eligibility to work, all documents will be dealt with sensitively and confidentially.

[www.sheffield.ac.uk/hr/recruitment/guidance/eligibility/candidates](http://www.sheffield.ac.uk/hr/recruitment/guidance/eligibility/candidates)

A transgender person will not be required to present a Gender Recognition Certificate (GRC) as part of their recruitment and selection.

If a job candidate has a concern or a query in relation to the recruitment and selection process they should contact the e-Recruitment Helpdesk on 0114 222 1606 or [e-Recruitment@sheffield.ac.uk](mailto:e-Recruitment@sheffield.ac.uk). The helpdesk will then be able to put the job candidate in touch with the appropriate Faculty HR Manager.

#### **Criminal Records Checks**

For posts which require a CRB checks, the Disclosure and Barring Service (DBS) and Disclosure Scotland provide a discretionary service for individuals who do not wish for their previous gender to be disclosed.

For more details see: [www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service](http://www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service)



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Additional guidance in relation to contacting the 'sensitive applications' team for Transgender applications, see: <https://www.gov.uk/guidance/transgender-applications>

### **References**

Reference requests made for current and former staff who have transitioned should not make reference to the individuals former names, gender or pronoun, unless explicit permission has been obtained from the individual. This is in compliance with Data Protection and the Gender Recognition Act.

### **Practical Arrangements**

These cover all transgender staff, including those with non-binary identities.

### **Toilet and Changing Facilities**

Transgender staff may choose to use whichever facilities, gendered or not, which they feel most comfortable with. This may mean that a person changes the facilities they use at some point throughout their transition. It is not appropriate to ask a person who has transitioned to use separate facilities such as those meant for disabled people or unisex facilities, unless they are the only facilities available or unless the transgender person would prefer to use them. It may be the case that a transgender person would prefer to use such facilities whilst going through some stages of transition, or in the case of unisex facilities, may continue to choose to use them just as any member of staff may choose to, regardless of whether they are transgender. The member of staff transitioning should be free to use the toilet of their choice.

### **Uniforms**

Where staff are required to wear a uniform, the University will ensure that one appropriate to the individual's acquired gender is made available for their transition, well in advance of the change of gender role. Where uniforms are required by the University, a range of options are available for staff to choose from, to accommodate all staff regardless of gender expression, and to support those staff who are androgynous (gender neutral) and those who sometimes present in different gender roles.

### **Changing UCards and Email Addresses**

Where staff require any changes to their UCard (name and/or photo) or email address, this can be done discreetly by Jayne Salter or Bob Hill in CiCS.

Jayne Salter

Email: [J.Salter@sheffield.ac.uk](mailto:J.Salter@sheffield.ac.uk) Tel: 23051

Bob Hill



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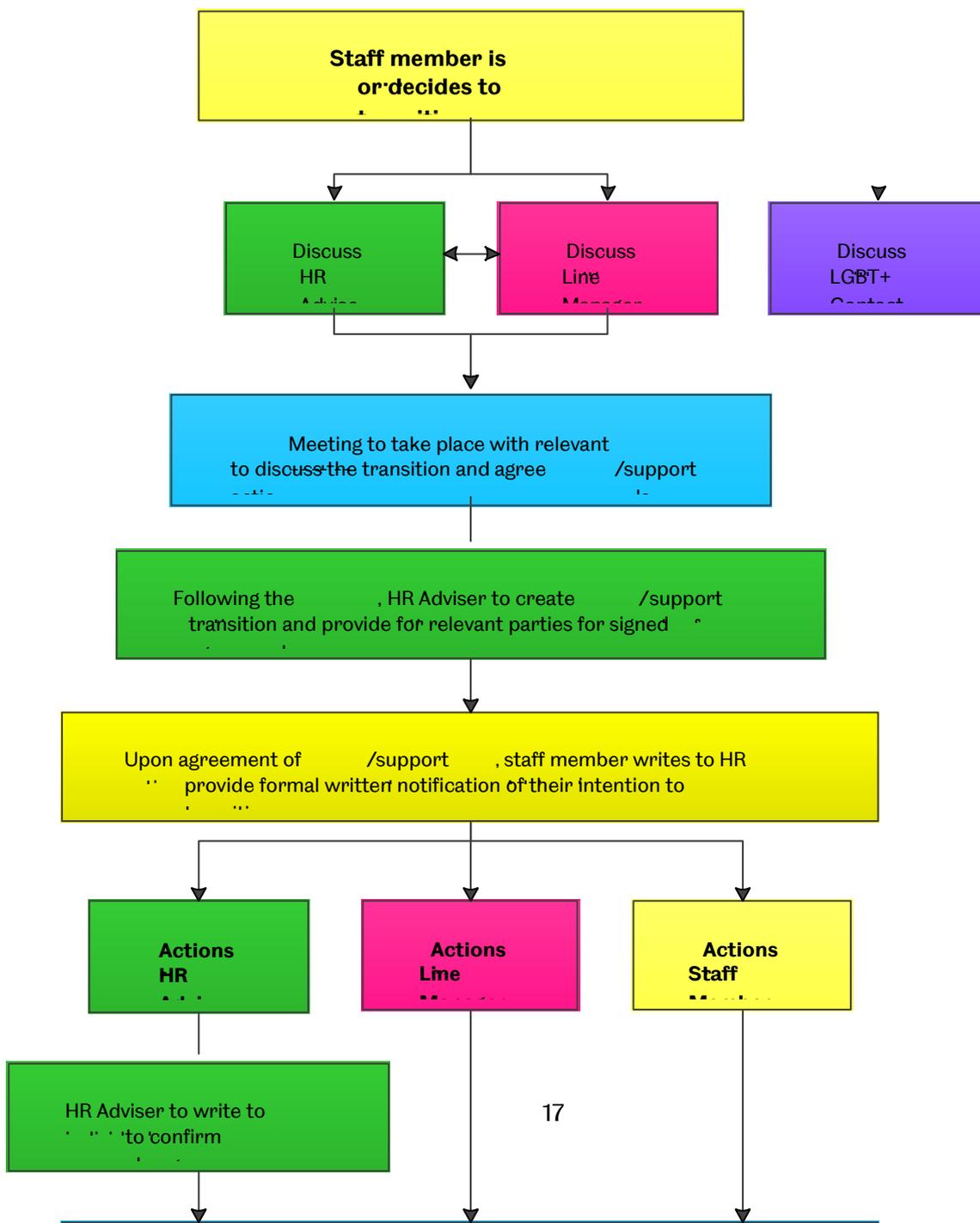
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Email: [Bob.Hill@sheffield.ac.uk](mailto:Bob.Hill@sheffield.ac.uk) Tel: 23054



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## Transition Flowchart





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### **Actions – Link from Flowchart**

#### **Actions for Line Manager**

- Whilst ensuring the need for discretion and sensitivity, make arrangements for changes to necessary internal data, for instance:
  - Relevant documents/lists/records
  - Programme/Module lists
  - Telephone directories
  - Webpages
  - Door signage
- Inform colleagues (as agreed within the action/support plan)
- Identify any training requirements for colleagues. An E-Learning course is available for all staff through MOLE: <https://www.sheffield.ac.uk/hr/equality/training>

#### **Actions for HR Adviser**

- Change staff record on uBASE (HR guidance only).
- Once name change has been made, contact CiCS to make arrangements for the re-issue of a new Ucard.

#### **Actions for Staff Member**

- Present passport with preferred/affirmed gender to HR or discuss what changes can be made without passport changes. Some (informal) further information 'LGBT+, Transgender: How to change your passport' is available here: <https://www.airport-parking-shop.co.uk/blog/lgbtq-transgender-change-passport/>

### **If in receipt of a Gender Recognition Certificate (GRC)**

#### **Tax and National Insurance**

- HM Revenue and Customs (HMRC) is usually told automatically when you change gender legally by applying for a GRC. However, to ensure that this has been done, please contact HMRC directly: <http://www.gov.uk/government/organisations/hm-revenue-customs>



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## Human Resources.

For further information about Public Department 1 for those who do not have a Gender Recognition Certificate, see:

<http://taxnews.lexisnexis.co.uk/TaxNewsLive/Members/BreakingNewsFullText.aspx?pid=5169&css=1&xml=0>

- It is essential that Payroll obtain a copy of amended passport or your new birth certificate as verification for your payroll records and National Insurance (NI) contributions.

### **Pensions**

#### **USS**

##### **Change of name**

The member would need to write to the pensions office with the legal documentation that provides the change of name. This is usually in the form of a Deed Poll. The Pensions Office will then complete the appropriate forms to notify USS of the change of name.

Alternatively, if the member has provided certified copies of the documentation to human resources, in order to update their employment record on the uBASE system, they can request that HR notify the pensions office at the same time of the change. Documentation should be shared with the Pensions Office in order to allow the change to be made, but will not then require direct correspondence with the member.

The whole record will be updated to show the new name, however, the former name would need to be held in archive in order to match previously paid pension contributions, in case of a dispute. Archived paper documentation cannot be amended.

##### **Change of gender**

The member can go through the Pensions Office or directly to USS.

If the member has obtained a Gender Recognition Certificate (GRC) and is willing to provide it, this is sufficient to update USS records.

As it is not a legal requirement that an individual provides a GRC to enable a pension scheme to change the gender on a member's record, as an alternative, the trustee company will require a deed poll or statutory



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declaration (a statutory declaration allows a person to make a legal declaration under oath and in the presence of a lawyer) in order to amend a USS record to reflect the member's gender.

Once the relevant documentation has been received and a member's gender has been amended on USS records, all future benefits will be calculated in accordance with that gender e.g. where gender specific factors are used, these will be based on the member's acquired gender. Historic pension events cannot be changed retrospectively.

### **Contacts**

#### Pensions Office:

Web: [www.sheffield.ac.uk/finance/staff/pensions-office](http://www.sheffield.ac.uk/finance/staff/pensions-office)

Email: [pensions@shef.ac.uk](mailto:pensions@shef.ac.uk)

Phone: 0114 222 1397

#### USS:

[www.uss.co.uk](http://www.uss.co.uk)

### **NHS Pension**

#### **Change of name**

The member would need to write to the pensions office with the legal documentation that provides the change of name. This is usually in the form of a Deed Poll. The Pensions Office will then complete the appropriate forms to notify NHS of the change of name.

Alternatively, if the member has provided certified copies of the documentation to human resources, in order to update their employment record on the uBASE system, they can request that HR notify the pensions office at the same time of the change. Documentation should be shared with the Pensions Office in order to allow the change to be made, but will not then require direct correspondence with the member.

The whole record will be updated to show the new name, however, the former name would need to be held in archive in order to match previously paid pension contributions, in case of a dispute. Archived paper documentation cannot be amended.

#### **Change of gender**



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Information about gender recognition for the NHS Pension Scheme can be found here:  
[www.nhsbsa.nhs.uk/Documents/Pensions/Gender\\_recognition\\_V3\\_06.2015.pdf](http://www.nhsbsa.nhs.uk/Documents/Pensions/Gender_recognition_V3_06.2015.pdf)

The member can go through the Pensions Office or directly to the NHS pensions agency.

### **USPS**

#### **Change of name**

The member would need to request a change of status form from the Pensions Office, which can be sent electronically. This form allows for change of name, and also allows members to provide their new signature for future reference. The member will then need to send the completed form to the pensions office with the legal documentation that provides the change of name. This is usually in the form of a Deed Poll. Pensions Office will then notify the third party pensions administrator of the change of name.

The whole record will be updated to show the new name, however, the former name would need to be held in archive in order to match previously paid pension contributions, in case of a dispute. Archived paper documentation cannot be amended.

#### **Change of gender**

The member will need to go through the Pensions Office.

If the member has obtained a GRC and is willing to provide it, this is sufficient to update the USPS records.

As it is not a legal requirement that an individual provides a GRC to enable a pension scheme to change the gender on a member's record, as an alternative, the trustee company will require a deed poll or statutory declaration (a statutory declaration allows a person to make a legal declaration under oath and in the presence of a lawyer) in order to amend USPS record to reflect the member's gender.

Once the relevant documentation has been received and a member's gender has been amended on USPS records, all future benefits will be calculated in accordance with that gender e.g. where gender specific factors are used, these will be based on the member's acquired gender. Historic pension events cannot be changed retrospectively.

### **Contacts**

**Pensions Office:** [www.sheffield.ac.uk/finance/staff/pensions-office](http://www.sheffield.ac.uk/finance/staff/pensions-office)



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### Transition Support Plan

<b>STRICTLY PRIVATE &amp; CONFIDENTIAL</b>	
Date of Meeting	
Name(s) of attendee(s)	
<b>What is the expected timetable for the transition?</b>	
<i>i.e. dates for name/record changes</i>	
<b>Identification of documents/records/lists/systems which will need changes:</b>	
<i>Ensuring arrangements are made ensuring appropriate sensitivity and confidentiality.</i>	
<b>Informing colleagues and other stakeholders:</b>	
<i>Who should be informed? How should they be informed and who by? When should people be informed?</i>	
<b>Arrangements for time off for medical procedures/treatment:</b>	
<i>Schedule for time off Anticipated recovery time Side effects for treatment Provide information about pay arrangements for absences related to transition.</i>	
<b>Transitional arrangements</b>	
<i>i.e. Phased return/Redeployment/Practical arrangements (see guidance)</i>	
<b>Training for colleagues</b>	
<i>Identify any training requirements Prepare staff well in advance Allow staff the opportunity to ask questions and discuss any concerns in a safe environment</i>	
<b>Support routes</b>	
<i>Regular progress meetings Contacts for issues to help with any problems that may arise etc. Identify if further support is required Establish a contact or mentor for general support through transition</i>	



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**Where actions have been identified/agreed, both the Manager and staff member should sign the completed form below:**

Signed by Manager		Date:
Signed by Employee		Date: