



Purpose:

Peralta Community College District

Gender Inclusion Policy

The Peralta Community College District welcomes transgender, gender-nonconforming, gender-nonbinary, and gender-transitioning Student, Professionals, Applicants, and Guests. This policy promotes a safe, professional, inclusive, and productive educational environment or workplace for everyone, regardless of gender identity or gender expression.

Policy

All Students Employees, Applicants, Contractors, and guests must be treated with dignity and respect, regardless of gender, gender identity, and gender expression. Those within or affiliated The Peralta Community College District or it's Colleges may not harass, discriminate, or retaliate against anyone based on their gender identity or transition status.

Definitions and Core Concepts

These definitions help explain this policy and de-mystify gender differences. Individuals may or may not use these terms to describe themselves. These terms may change as our understanding evolves:

- **Cisgender:** Describes someone whose gender identity matches what is typically associated with the gender assigned at birth.
- **Gender Expression:** The way people show their gender. Appearance, dress, hairstyle, voice, speech patterns, social interactions, names, gender pronouns (I, me, she, he, they, etc.), and mannerisms can all express gender. The gender a person expresses may not be male or female. It may be masculine, feminine, neither, or both.
- **Gender or Gender Identity:** A person's sense of being Male, Female, or something other or in-between. This is regardless of the gender assigned at birth. Gender Identity is not the same as gender expression or sexual orientation.
- **Gender-Nonbinary:** Describes someone whose gender identity is something other than exclusively Male or Female. Nonbinary people may identify as Genderfluid, Genderqueer, off the binary, Agender (without gender), Bigender (of two genders, such as both Male and Female) or something else.
- **Gender-Nonconforming:** Describes those whose gender traits and/or conduct do not fit into society's traditional standards. These individuals may or may not be transgender.

- **Sexual Orientation**: An individual's relationship with sexual attraction to people. Straight, gay, bisexual, Asexual, and Demisexual are some ways to describe sexual orientation. Sexual orientation is distinct from gender identity and expression. Transgender people can be gay, lesbian, bisexual, or straight., for just a few examples.
- **Romantic Orientation**: An individual's relationship with romantic attraction to people. Heteroromantic, homoromantic, biromantic, Aromatic, and Demiromantic are some ways to describe Romantic Orientation. Romantic Orientation is distinct from gender identity, expression, or Sexual Orientation. Transgender people can be Heteroromantic, Homoromantic, or Transromantic, for just a few examples.
- **Transgender**: Broadly describes those whose gender identity or gender expression is different from the gender assigned to them at birth:
 - A Transgender Man is a Man whose gender assigned at birth was Female.
 - A transgender Woman is a Woman whose Gender assigned at birth was Male.
 - Those who identify as Androgynous, Genderqueer, Nonbinary, or other identities may be Transgender. This is a matter of personal definition.
 - Some people described by this definition do not consider themselves Transgender, and may use other words. They may simply identify as a man or a woman.
 - **Transitioning**: The process of someone changing to align with their true gender, rather than the gender assigned to them at birth. Transitioning can be a complex process that takes a long time. It could also simply require one or two steps. Transitioning may include telling family, friends, co-workers, and others (coming out); changing names and/or gender on legal documents; and accessing medical treatment, such as hormones and surgery. However, an individual does not need to take any of these steps to transition. Not all transgender individuals follow the same transition process
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Confidentiality and Privacy

Students, District or College Employees, Applicants, Contractors, and Guests have the right to discuss their Gender Identity or Gender Expression openly, or keep that information private. The medical, personal, or intimate details about someone's Gender Identity, Transgender status, or transition are personal business. They decide when, with whom, and how much of their private information to share.

This information is confidential under state privacy laws. Individuals must consent before anyone besides themselves shares any of their personal, confidential information. Local law also prohibits the City from asking its employees about their sexual orientation, or anything else related to their sexuality.¹

All levels and forms of District or College Leadership must also be sensitive to transgender or gender-nonconforming Students, Employees', or other Peralta Community Members, unique concerns, such as safety, privacy, transitioning, etc.

Spreading rumors or gossiping about anyone's gender identity or gender expression is inappropriate and in violation of this policy. This type of behavior also violates the Peralta Community College District's Discrimination and Harassment Complaints and Investigations Policy (AP 3435), its Ethics, Civility, and Mutual Respect Policy (BP 7380), and its Equal Employment Opportunity (EEO) Policy (AP 3420).

These policies must be contained in relevant handbooks (i.e. aStudent Handbooks, Employee Handbooks, Administrative Handbooks, Trustee Handbooks) developed for 2022 and after. By 2023, each handbook will have been updated to include these policies.

Transitioning

Many Students and professionals continue education and/or work while they transition. Some may require varying medical treatment(s) as part of their Gender Transition while others may not. All Leadership and Professionals within the Peralta Community must foster a respectful educational and work environment for transitioning individuals. Human resources staff will use the City of San Francisco's Gender Transition Guidelines (including 1. "Gender Transition in the Workplace," 2. "Supporting Transgender Individuals in the Workplace Checklist for HR Professionals," 3. "Supporting Transgender Individuals in the Workplace Guidance for HR and Management," and 4. "Supporting Transgender Individuals in the Workplace Guidance Transgender Individuals"), which demonstrate the way a transition should be handled in the workplace.

These resources are available here: <https://sfdhr.org/gender-inclusion-policy-and-tools>

A transitioning Student's or Professional's colleagues or peers may only be given the Individual's preferred name and pronoun(s). All other personal information about the employee remains confidential and must not be discussed or released without the employee's prior consent, as noted in the confidentiality section of this policy (Except where use of legal names is otherwise required by law.)

Names and Pronouns

Students, Employees, Applicants, Contractors, and guests must be addressed by the names and pronouns they choose. A Student or Professional may request a chosen name on any identification badge, document, or listing that does not require use of their legal name. Students and Professionals may also request that their Canvas profile, email addresses, and/or other listings (where legally permissible) reflect their chosen names.

Students and Professionals must use their legal names for certain purposes, such as Transcripts, Financial Aid Applications, payroll, retirement accounts, and public records or other information pursuant to the Ralph M. Brown Act. Some IDs may not qualify if this represents an extreme safety or security concern.

Even in the event that a professional I'd authorized to access documents or electronic records bearing a legal name that is different from how that individual identified, that name can not be disclosed, nor can they be addressed by it unless required by law. In other words, although an individual's legal name is in the system, it is confidential.

Appearance and Attire

Transgender and Gender Non-Conforming individuals have the right to dress in a way that corresponds with their gender identity and/or gender expression. Attire must align with any provided dress codes. Dress codes not vary based on gender.

Access to Gender-Specific Facilities

Restrooms, locker rooms, and other facilities are open to Students, District or College Employees, Applicants, Contractors, and Guests regardless of their Gender Identities. The Peralta District encourages all spaces to provide all-gender restrooms within a reasonable distance of all district and college facilities, although Transgender and Gender Nonconforming Employees are not required to use these restrooms. Professionals, Applicants, Guests, and Students cannot harass or question individuals about their facility choices.

Access to such facilities must be prioritized where possible when organizing and conducting all excursions. Such as field trips and conferences where lodging may be involved.

Gender-Specific Classroom, Coursework, Workplace Assignments, and other Duties

Transgender and Gender-Nonconforming Students and Employees will be assigned in a manner consistent with their gender identity and/or gender expression for gender-specific assignments or duties (including sleeping arrangements, such as during business or field trips). Transgender and Gender-Nonconforming individuals are entitled to use facilities and shared spaces that correspond to their gender identity and/or gender expression. District and College Leadership must make reasonable efforts to provide access to facilities in a way that allows people to keep their Transgender or Gender-Nonconforming status confidential.

Reporting Violations

Discrimination or harassment based on Sex, Gender, Gender Identity, or Gender Expression is a violation of this and other policies, including the District's Discrimination and Harassment Complaints and Investigations Policy (AP 3435), its Ethics, Civility, and Mutual Respect Policy (BP 7380), and its Equal Employment Opportunity (EEO) Policy (AP 3420), and could result in discipline, up to and including termination.

The district requires all to report harassing, retaliatory, or discriminatory behavior. It does not matter if the behavior is directed at themselves or, or others. More information about reporting violations can be found in the Discrimination and Harassment Complaints and Investigations Policy (AP 3435), Student Rights and Grievance Procedure (AP 5530), and Equal Employment Opportunity (EEO) Policy (AP 3420). District policy prohibits retaliation against anyone who reports or files a complaint, or helps in the investigation of a complaint.

If District or College leadership (such as any form of "supervisor") receives a complaint, or if a supervisor becomes aware of potential discriminatory, harassing, or retaliatory behavior, they must immediately report it to The District's Office of Human Resource and the assigned supervisor of any space, program, etc. in which the violation occurred. Supervisors must ensure that the report has been received and acknowledged by the appropriate parties. Any supervisor who fails to report such a complaint or behavior may be subject to discipline.

Students, Employees, applicants, or others who believe they have experienced discrimination, harassment, or retaliation in violation of this policy should report the incident and the individuals involved right away. Complaints must be filed within 180 calendar days (six months) of the date of the incident, or the date the individual should have first become aware of it. Complaints will additionally be accepted and validated if the incident took place within the past year prior to the adoption of this policy (or submission of resolutions calling for this policy), or 365 Calendar Days.

For more information, to request training for your class, board, or workgroup, or to file a complaint, contact any of the following, either verbally or in writing:

- Any District or College leadership, supervisor, or manager (including Committee Chairs, Department Deans, Instructors supervising a class, Administrators, Trustees, Directors, Coordinators, and Advisors).
- The department's EEO or human resources personnel.
- The District's Office of Human Resources, 333 East Eighth Street, Oakland, California, 94606, by email via Dr. Ronald McKinley, SPHR Interim Vice Chancellor of Human Resources and Employee Relations at rmckinley@peralta.edu or Immaculate Adesida, Director of Human Resources at iadesida@peralta.edu Fax: (510) 466-7280 (HR)

The District's EEO Policy applies to any complaint made about a violation of this policy.

Para mayor información sobre el hostigamiento en el Trabajo: (seeking proper number).

Recursos Humanos y Relaciones con los Empleados rmckinley@peralta.edu

Director de Recursos Humanos iadesida@peralta.edu

如欲索取更多資料或要舉報在工作場所受到騷擾: (seeking proper number)

人力资源和员工关系 rmckinley@peralta.edu

人力资源总监 iadesida@peralta.edu