



UC Merced

# BEST PRACTICES FOR GENDER TRANSITIONING ON CAMPUS

Transgender Resource Committee

University of California, Merced





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## Best Practices For Gender Transitioning on Campus

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## PURPOSE STATEMENT

The University of California, Merced is committed to providing a safe, supportive and inclusive environment for all members of its community. All University community members have the right to safely express their gender identity, to be judged based on their merit and ability, and to be free from discrimination and harassment. As part of our commitment to ensure the professional and academic success of all staff, faculty and students, the University has adopted these best practices as a resource for those who may be or are transgender, their colleagues, managers, friends and/or allies. These best practices are intended to assist any transgender individual, gender variant, gender nonconforming, individual, colleague, and/or ally members of the community with navigating through resources, policies and practices of the University during a gender transition, as well as to assist University community members in their efforts to support transgender community members.

While gender transitions may share certain similarities, no two transitions are exactly alike. Each person's transition process is unique to the individual and the specific steps and timing of a transition may vary, as well as how public the individual wants to be about the transition. As a result, to respect the transitioning individual, it is important to remain flexible in implementing these best practices and to provide choices that an individual can make within this framework.

In addition, these best practices support UC Merced's [Principles of Community](#) and the [Non-Discrimination & Anti-Harassment](#) policies, which include gender identity and gender expression. Change often creates anxiety around the unknown and gender transition may affect many people or create uncertainty. These guidelines should be used in conjunction with change management resources and experienced individuals to ensure success on behalf of all parties involved. UC Merced is committed to creating and maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual violence and sexual harassment, retaliation, and other prohibited behavior ("Prohibited Conduct") that violates law and/or University policy. The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates any policy.

If you need any assistance understanding something in this document or would like to have a conversation about transgender related situations, please contact the [Transgender Resource Committee](#), [LGBTQ+ Initiatives](#), [Office of Campus Climate](#), and/or the [Office of the Associate Vice Chancellor and Dean of Students](#).

This is a living document that continues to grow and change to address the needs of the Transgender community as our campus continues to expand. These guidelines will be reviewed on a regular basis to ensure they continue to meet the needs of our transgender and/or gender nonconforming community at UC Merced.

## DEFINITIONS

There is a vast vocabulary that addresses the Transgender community. Below are terms that are commonly used within the Trans\* community. This is not an exhaustive [terminology list](#). For a more robust list, please visit the [LGBTQ+ Initiatives](#) website at [lgbtq.ucmerced.edu](http://lgbtq.ucmerced.edu).

**Assign/Ascribed Sex:** A medical term designating a certain combination of gonads, chromosomes, external gender organs, secondary sex characteristics and hormonal balances. Sex is ascribed by the birth doctor

based on genital anatomy. Because “sex” is usually subdivided into a binary of “male” and “female,” this category does not recognize the existence of intersex bodies. Although sex is considered to be based on the above characteristics, rarely are babies tested for their specific genetic makeup, therefore one’s sex is usually socially constructed based on whether a baby has a vagina or penis and ascribed “male” and/or “female.”

**Cisgender:** Someone who feels comfortable with the gender identity and gender expression expectations assigned to them based on their physical sex. This term was created to challenge the privileging of such people relative to those who are transgender. Also known as “cissexual.”

**FTM (Female to Male):** Abbreviation for a female-to-male transgender person. This term reflects the direction of gender transition. Some prefer the term *MTM* (Male to Male) to underscore the fact that though they were biologically female, they never gender identify. [**Related terms:** transgender man, trans\* man]

**Gender:** 1. A socially constructed system of classification that ascribes qualities of masculinity and femininity to people. Gender characteristic can change over time and vary between cultures. 2. The expression and/or presentation of some combination of socially constructed ideas defining masculine and/or feminine characteristics. 3. Someone’s innate sense of being masculine and/or feminine regardless of external genitalia. 4. Words that refer to gender include: man, woman, transgender, masculine, feminine, and gender queer. Gender is often conflated with sex. This is inaccurate because sex refers to bodies and gender refers to personality characteristics.

**Gender Binary:** The idea that there are only two genders – man/woman and that a person must be strictly gendered as either/or. [**See also:** Identity Sphere]

**Gender Conformity:** When one’s gender identity, gender expression, and sex “match” (i.e. fit social norms). For example, a male who is masculine and identifies as a man.

**Gender Confirming Surgery:** Medical surgeries used to modify one’s body to be more congruent with one’s gender identity. Also known as “Sex Reassignment Surgery,” especially within the medical community. In most states, one or multiple surgeries are required to achieve legal recognition of gender status. [**See also:** Sex Reassignment Surgery]

**Gender Dysphoria:** Discomfort or distress caused by one’s assigned sex and the desire to change the characteristics that are the source.

**Gender Expression:** How one presents oneself and one’s gender to the world via dress, mannerisms, hairstyle, facial hair etc. This may or may not coincide with or indicate one’s gender identity. Many utilize gender expression in an attempt to determine the gender/sex of another individual. However, a person’s gender expression may not always match their gender identity.

**Gender Identity:** A person’s sense of self as masculine, feminine, both, or neither regardless of external genitalia. Gender identity does not cause sexual orientation. For example, a masculine woman is not necessarily a lesbian.

**Gender Neutral:** Nondiscriminatory language to describe relationships—e.g. “spouse” and “partner” are gender-neutral alternatives to the gender-specific words “husband,” “wife,” “boyfriend” and “girlfriend.”

**Gender Nonconforming:** A person who either by nature or by choice does not conform to gender-based expectations of society (e.g. transgender, transsexual, intersex, genderqueer, butch, cross-dresser, etc.). [**See also:** Gender Variant]

**Gender Normative:** A person who by nature or by choice conforms to gender based expectations of society.

**Gender Oppression:** The societal, institutional, and individual beliefs and practices that privilege Cisgender, and subordinate and disparage transgender or gender nonconforming people.

**Gender Pronouns:** The following pronouns offer alternatives to those people who identify outside of the gender binary of man and woman and prefer pronouns that are not masculine or feminine. The chart is a reference and is not all inclusive. Many other pronouns exist, but this chart should help to conjugate any type of pronoun:

Subjective	Objective	Possessive Adjective	Possessive Pronoun	Reflexive	Example
Ey	Em	Eir	Eirs	Eirself	Ey is speaking. I listened to em. The backpack is eirs.
He	Him	His	His	Himself	He is speaking. I listened to him. The backpack is his.
Per	Per	Per	Pers	Persself	Per is speaking. I listened to per. The backpack is pers.
She	Her	Her	Hers	Herself	She is speaking. I listened to her. The backpack is hers.
They	Them	Their	Theirs	Themself	They are speaking. I listened to them. The backpack is theirs.
Xe	Xem	Xyr	Xyrs	Xemself	Xe is speaking. I listened to xem. The backpack is xyrs.
Ze	Zim	Zir	Zirs	Zirself	Ze is speaking. I listened to zim. The backpack is zirs.
Zie	Zir	Zir	Zirs	Zirself	Zie is speaking. I listened to Zir. The backpack is Zirs.

\*Adapted from Forge, Gender Neutral Pronouns; <http://forge-forward.org/2010/02/01/gender-neutral-pronouns/>

**Genderqueer/Gender Queer:** 1. Someone whose gender expression is consciously not consistent with conventional standards for masculine and/or feminine behavior. 2. A person who redefines or plays with

gender, or who refuses gender altogether. 3. A label for people who bend/break the rules of gender and blur the boundaries. 4. Sometimes this includes a political agenda to challenge gender stereotypes and the gender binary system. Genderqueer individuals may or may not pursue any physical changes, such as hormonal or surgical intervention, and may not identify as trans\*.

**Gender Role:** 1. Socially defined expectations regarding behavior, mannerisms, dress, etc. as related to socially assigned gender. 2. How “masculine” or “feminine” are individual acts. Societies commonly have norms regarding how males and females should behave, expecting people to have personality characteristics and/or act a certain way based on their assigned sex.

**Gender Variant:** Displaying gender traits that are not normatively associated with a person’s assigned sex. “Feminine” behavior or appearance in a male is gender-variant as is “masculine” behavior or appearance in a female. Gender-variant behavior is culturally specific. [**See also:** Gender Nonconforming]

**MTF (Male to Female):** Abbreviation for a male-to-female transgender person. This term reflects the direction of gender transition. Some people prefer the term FTF (female to female) to underscore the fact that though they were biologically male, they never had a male gender identity. [**Related terms:** transgender woman, trans\* woman]

**Nonbinary:** Preferred umbrella term for all genders other than female/male or woman/man; used as an adjective (e.g. Jesse is a nonbinary person). Not all nonbinary people identify as trans and not all trans people identify as nonbinary. Sometimes (though rarely), nonbinary can be used to describe the aesthetic/presentation/expression of a cisgender person.

**Perceived Gender:** What another person assumes one’s gender is in a given interaction. Some people’s gender expressions can be misinterpreted or confused and perceived as different from the person’s identity.

**Poisoned Learning, Working and Living Environment:** Occurs when conduct and/or comments related to gender identity or gender expression unreasonably interfere with a trans\* individual's ability to work and/or learn by creating an intimidating, hostile, offensive or threatening environment. Depending on the impact of the comments or conduct on the individual, one anti-trans\* instance may be sufficient to create a poisoned environment for a trans\* individual or trans\* people in general. A poisoned environment can create unequal conditions of employment for the person or persons affected by it. It can interfere with an individual's learning and/or work performance and cause emotional or psychological stress not experienced by other individuals.

An individual does not have to be the person targeted by the anti-trans\* comments to experience a poisoned environment. A person who is subjected to overhearing anti-trans\* slurs or sexually offensive jokes, or viewing offensive cartoons or sexually explicit, suggestive or demeaning pictures may view the behavior as poisoning the environment. Some examples of poisoning the environment are:

- displaying graffiti, signs, pictures or cartoons which would qualify as prohibited anti-trans\* anti-trans\* harassment, either through print or computers;
- making derogatory remarks about trans\* peoples in the classroom or the workplace.

**Trans\*:** An abbreviation that is used to refer to a transgender/genderqueer/ gender nonconforming person. This use allows a person to state a gender variant identity without having to disclose hormonal or surgical status/intentions. This term is sometimes used to refer to the whole gender non-conforming community that might include (but is not limited to) transgender, genderqueer, genderfluid, non-binary, genderf\*ck, transsexual, agender, third gender, two-spirit, bigender, trans man, trans woman, gender non-conforming, masculine of center, and gender questioning.



**Transgender:** 1. An umbrella term for transsexuals, cross-dressers (transvestites), gender queers, and people who identify as neither female nor male and/or as neither a man nor as a woman. Transgender is not a sexual orientation; transgender people may have any sexual orientation. It is important to acknowledge that while some people may fit under this definition of transgender, they may not identify as such. 2. Transgender (sometimes shortened to trans or TG) people are those whose psychological self ("gender identity") differs from the social expectations for the physical sex with which they were born. To understand this, one must understand the difference between biological sex, which is one's body (genitals, chromosomes, etc.), and social gender, which refers to levels of masculinity and femininity. Often, society conflates sex and gender, viewing them as the same thing. However, gender and sex are not the same thing. For example, a female may have masculine gender identity or identify as a man.

**Transition:** This term is primarily used to refer to the process a gender variant person undergoes when changing their bodily appearance either to be more congruent with the gender/sex with which they identify and/or to be in harmony with their preferred gender expression. This process may ultimately include sex reassignment surgery (SRS), or it may not include any surgical procedures.

**Transphobia:** The irrational fear, hatred and/or intolerance of those who are or are perceived to be transgender or gender non-conforming. Transphobia is manifested in a number of ways, including but not limited to violence, harassment and discrimination, and can sometimes be deadly.

**Transsexual:** A person who identifies psychologically as a gender/sex other than the one to which they were assigned at birth. A transsexual person may undergo medical treatment to change his/her physical sex to match his/her sex identity through hormone treatments and/or surgically. Not all transsexuals can have or desire surgery or may not be able to afford surgery.

**Two Spirit:** A contemporary term that references historical multiple-gender traditions in many Native and indigenous cultures. Many Native/indigenous people who are lesbian, gay, bisexual, transgender, intersex, or gender non-conforming identify as Two-Spirit; in many Nations, being Two-Spirit carries both great respect and additional commitments and responsibilities to one's community.

**Other gender nonconforming individuals who identify as transgender:** There are many members of the transgender community whose gender identity or expression differs from their birth-assigned sex, but who do not specifically identify as transsexuals, cross-dressers or some other specific subcategory. Some of these individuals may take hormones or take other steps to modify their appearance or physiology, but some of them do not. This may sometimes make it confusing for employers, peers, students, staff, and/or faculty in determining what an individual's preferences are vis-a-vis gender pronouns and other gender-related matters. In these circumstances, allow the individual to explain how they wish to be addressed.

## RIGHTS

UC Merced has been and continues to be an advocate for diversity, inclusion, and equal employment and learning opportunities. Every person makes a unique contribution toward establishing UC Merced as a place where any individual can grow and succeed. We enable these contributions by maintaining a workplace and learning environment that embraces diversity and fosters creativity and innovation. Accordingly, fairness and equity must be defining characteristics of our campus climate.

Per our [Non-Discrimination & Anti-Harassment Policy](#): "UC Merced and University of California policies prohibit discrimination against or harassment of any person within the university on the basis of race, color,

national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a protected veteran or service in the uniformed services.”

By providing a work and learning environment of respect, trust, collaboration and cooperation, UC Merced can fulfill its mission of conducting great science and fostering technological advancement. UC Merced employees and students who can bring their whole selves to campus can thrive in their academics and careers.

All University community members have the right to work and learn without unnecessary or unlawful disclosure of medical information. Current and prospective employees should feel free to raise any concerns around identification and documentation with the [Transgender Resource Committee](#), [LGBTQ+ Initiatives](#), [Office of Campus Climate](#), [Academic Personnel Office](#) and/or the [Human Resources](#), and current and prospective students should raise these questions with [LGBTQ+ Initiatives](#), [Office of Campus Climate](#), and/or the [Office of the Associate Vice Chancellor and Dean of Students](#).

Name, Gender, CatCard, Email

#### Name Change

- a. Making a legal name change that affirms one’s lived gender identity is a process that is similar in many counties. However, there may be different costs associated with a legal name change depending on where one files. The process for a legal name change would be the same for all students, faculty and staff. For specific instructions for the state of California, visit the link below:

<http://lgbtq.ucmerced.edu/trans-at-ucmerced>

Scroll down to Name Change & Preferred Name Policies. Legal name changes can be done on campus once there is documentation of the new legal name. If you have a completed the steps for a legal name change, all your UC Merced System of Records will reflect your legal name.

- i. Student – For a student to legally change their name, they must provide two forms of identification that matches their new legal name. This documentation can be any two of the following: state driver’s license, state I.D. card, legal court document, passport, marriage license, or Social Security card. If you are a student employee, you must provide an updated copy of your Social Security card to the Payroll Office. You will need to complete the Name Change form located at the link below:

[https://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/name\\_change.pdf](https://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/name_change.pdf)

Once completed, submit the Name Change form to the Office of the Registrar along with a copy of two of the above sources of identification. Detailed instructions can be found in Appendix B on page 31.

- ii. Faculty & Staff – You will begin your process at the UCPath website located at:

<https://ucpath.ucmerced.edu/>

Detailed instructions can be found in Appendix D on page 36 or at:

[http://lgbtq.ucmerced.edu/sites/lgbtq.ucmerced.edu/files/documents/legal\\_name\\_change\\_instructions-fs.pdf](http://lgbtq.ucmerced.edu/sites/lgbtq.ucmerced.edu/files/documents/legal_name_change_instructions-fs.pdf)

- b. A Lived/Preferred Name change provides you the ability to reflect an online identity consistent with how you name yourself in the real world. A Preferred Name is not a legal name change and your legal name will remain on university documents that have legal standing. A Preferred Name is associated with your legal names in UC Merced System of Record. Preferred name (when provided by the student) appears on CatCourses class roster that faculty use in conducting class activities and communication. It is also the name that will be displayed in the Commencement program. And, although email address will

not be updated automatically, preferred name also appears as the display name in UC Merced email and the directory. For questions about changing your name, contact [LGBTQ+ Initiatives](#) via email at [lgbtq@ucmerced.edu](mailto:lgbtq@ucmerced.edu).

- i. Student – UC Merced students may indicate a preferred name, or make a change to what is currently listed by logging into [my.ucmerced.edu](http://my.ucmerced.edu) and click on MyPersonalInfo. From there, choose the Bio-Demographics tab and enter your preferred name where specified. Guidelines can be found at the link below:

<http://registrar.ucmerced.edu/policies/change-personal-information>

You can also find detailed instructions in Appendix C on page 32.

- ii. Faculty & Staff – The process for changing your Lived/Preferred Name is similar to the Legal Name Change steps. The only difference is you will not need to submit proof of legal name change. You will start at the UCPATH Website located at the link below:

<https://ucpath.ucmerced.edu/>

Detailed instructions can be found in Appendix D on page 36 or at the link below:

[http://lgbtq.ucmerced.edu/sites/lgbtq.ucmerced.edu/files/documents/legal\\_name\\_change\\_instructions-fs.pdf](http://lgbtq.ucmerced.edu/sites/lgbtq.ucmerced.edu/files/documents/legal_name_change_instructions-fs.pdf)

- iii. Employees transferring from another UC – If you are transferring from another UC campus, there may be some challenges as not all the UC's utilize the same Identity Management and Payroll systems. If you experience any issues, please contact [LGBTQ+ Initiatives](#) via email at [lgbtq@ucmerced.edu](mailto:lgbtq@ucmerced.edu).

#### Sexual Orientation & Gender Identity Marker Change

Sexual Orientation and Gender Markers that match one's identity provide you the ability to reflect an online identity consistent with how you identify. Being able to change your sexual orientation and gender identity creates a welcoming and safe environment for all campus affiliates. Providing gender identity and sexual orientation information is voluntary and completely optional if you choose to share your information. Only individuals who have a professional reason will have access to this information. For questions about changing your markers, contact [LGBTQ+ Initiatives](#) via email at [lgbtq@ucmerced.edu](mailto:lgbtq@ucmerced.edu).

- a. Student – Students have the ability to update their sexual orientation and gender identity marker through the Student Services Portal. Please log into [my.ucmerced.edu](http://my.ucmerced.edu), click on “myPersonalInfo,” click on “Bio-Demographics” and follow the prompts to update your information. You can find detailed instructions in Appendix C on pg. 32.
- b. Faculty & Staff – Currently faculty and staff are unable to update their own gender identity markers. We are working with UCPATH to allow this option. Faculty and staff must work with [Human Resources](#) to make these changes. Additionally, sexual orientation information is not currently collected for faculty and staff.

#### CatCard Change

A Name change provides you the ability to reflect an online identity consistent with how you name yourself in the real world. A Lived/Preferred Name is not a legal name change and your legal name will remain on university documents that have legal standing. A Lived/Preferred Name is associated with your legal name in UC Merced's System of Record. To change your name and/or photograph on your CatCard, go to the CatCard Office in KL 111A. Ask for a new CatCard, make sure to tell them you want your lived/preferred name to be on the card. Students will not need to pay for the new CatCard. For questions about changing your name or photograph on your CatCard, contact [LGBTQ+ Initiatives](#) via email at [lgbtq@ucmerced.edu](mailto:lgbtq@ucmerced.edu).

#### Email Change

A Name change provides you the ability to reflect an online identity consistent with how you name yourself in the real world. Having an email that reflects your identity affirms your lived experience and protects you from

being outed. When you make an update to your lived/preferred first name it will automatically appear as the display name in UC Merced email and the directory. However, if you would like to update your actual email address (i.e. from [atest@ucmerced.edu](mailto:atest@ucmerced.edu) to [bttest@ucmerced.edu](mailto:bttest@ucmerced.edu)), go to [it.ucmerced.edu](http://it.ucmerced.edu). Scroll and find the ‘NEED HELP?’ box on the lower right hand side of page. Click on ‘Submit a General IT Request’. Log into the UC Merced system. In the ‘Short Request Description’ field type “Email Change”. In the ‘Description’ field type “Please change my email name to reflect my lived/preferred name [enter lived/preferred name] and my email to be [first initial of first name then last name@ucmerced.edu].” Then click ‘Submit Request’. For questions about changing your email contact [LGBTQ+ Initiatives](#) via email at [lgbtq@ucmerced.edu](mailto:lgbtq@ucmerced.edu). Instructions can be found in the Appendix E on pg. 43.

### Gender Inclusive Housing Policy

UC Merced is committed to providing residence accommodation that is inclusive, safe and respectful of all residents regardless of gender identity and expression. The Gender Inclusive Housing program is open to all housing applicants. The Gender Inclusive (GI) housing option was developed to provide a safe and inclusive environment for students regardless of their gender identity and allows students of all gender identities to live among each other in the same suite/room. Gender Inclusive rooms are provided on a first-come, first-serve basis and all interested residents must be accepted into the program in order to receive a GI room assignment. Gender Inclusive housing is available to first year and returning students. Students who are interested in learning more about the GI housing option should contact [Housing and Residence Life](#) at [housing@ucmerced.edu](mailto:housing@ucmerced.edu).

### Restroom & Locker Room Access

All employees and students have the right to use restrooms that are aligned with their gender identity. UC Merced has a legal obligation to provide transitioning individuals with the same level of restroom access available to cisgender individuals. If preferred, single-stall or all gender restrooms are available for use by any individual at UC Merced. Community members who have personal concerns about sharing a restroom or locker room with a transgendered individual should be invited to have an honest discussion with an appropriate Support Team (See Guidelines for Support Team on pg. 14) member or [LGBTQ+ Initiatives](#), [Office of Campus Climate](#), [Human Resources](#) and/or the [Office of the Associate Vice Chancellor and Dean of Students](#). If necessary, alternative restroom access may be arranged for community members with continuing concerns.

While not every building has an all-gender restroom, there are some all-gender restrooms on campus. The most current list is maintained by the [LGBTQ+ Initiatives](#) and [Office of Campus Climate](#) is published online: <https://diversity.ucmerced.edu/resources-and-partners/gender-inclusive-facilities>.

For more information, you can contact [LGBTQ+ Initiatives](#) and/or the [Office of Campus Climate](#).

### Rights to Privacy & Confidentiality

Transgender individuals at UC Merced have the right to be who they are without disclosure of medical information, gender identity and/or sex assigned at birth. In addition, current and prospective employees, students, and stakeholders who encounter problems concerning identification documentation, such as payroll, insurance forms, name change, and class rosters, etc. should feel comfortable raising those concerns directly with the [Transgender Resource Committee](#), [LGBTQ+ Initiatives](#), [Office of Campus Climate](#), [Human Resources](#) and/or the [Office of the Associate Vice Chancellor and Dean of Students](#).

### Dress Code

UC Merced does not have dress codes that restrict employees’ or students’ clothing or appearance on the basis of gender, however, individual departments may have some form of dress code. Transgender and gender

nonconforming individuals have the right to comply with a manner consistent with their gender identity or gender expression. If you have any questions or concerns regarding dress code, students are encouraged to contact the [Office of the Associate Vice Chancellor and Dean of Students](#), staff are encouraged to contact [Human Resources](#), and faculty are encouraged to contact the [Academic Personnel Office](#).

## BEST PRACTICES FOR TRANSITION PLAN

### Introduction

While the majority of people are comfortable with the physiology and identity they were assigned at birth, there is a portion of the population which is not. Some percentage of this population takes initiative to actively change their physiology (sex reassignment surgery—i.e. male to female or female to male) or expression (e.g. dress, jewelry, mannerisms, voice, vocabulary). Not all people who consider themselves or who may be transgender will undergo a gender transition.

The process of a transgender individual publicly changing their gender presentation in society is known as “transitioning.” There are varying levels of transitioning. The transitioning individual may change their name, clothing and appearance and may also pursue anatomical changes or any combination of the above changes. If the individual remains at their same place of employment and/or university during this transition, it is known as “transitioning on the job”, “transitioning in the workplace”, “transitioning in the academy”, and/or “transitioning on campus.” This transition may include hormone therapy, sex reassignment surgery and/or other components and is generally conducted under medical supervision based on a set of standards developed by medical professionals (see WPATH Harry Benjamin International Gender Dysphoria Association section on pg. 24).

The process for transitioning individuals is extensive. It is accomplished with the help of medical professionals, in accordance with recognized standards of care. In general, the process will involve psychological evaluation, monitoring, and counseling; hormone therapy; and a trial living period of at least one-year (the “real life experience”) to ascertain the level of comfort the individual has in the reassigned gender. It is usually as the individual approaches this trial living period that the employer is given notice of the individual’s transition plan (see Appendix A on pg. 26).

Many transgender individuals face difficult situations/interactions in their personal, professional, family, and financial lives simultaneously. Additionally, those who have begun the transition process may have begun hormone therapy, which can affect the individual’s disposition. We encourage the creation of a support team (See Guidelines for Support Team on pg. 14) who can provide support, be aware and sensitive to the stresses on the individual both internal and external.

Each individual transitioning will have their own set of unique factors which will require a customized plan. It is important that the individual work with their support team in an open and honest way to allow a smooth process within the workplace.

There are rights, expectations and responsibilities of each party associated with a transition in the workplace. It is essential that open and honest communication be established to build trust for each party. With each right, also comes responsibility or an expectation. A successful transition in the workplace or on campus can only occur with commitment and understanding of each involved party.

### Guidelines for Transitioning Individuals

Transgender individuals have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender individual gets to decide when, with whom, and how much to share their

private information. Information about an individual's transgender status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws like HIPAA. While still maintaining professional expectations, you may express your gender identity, characteristics or expression without fear of consequences. With this right comes the expectation that you will work with others to ensure they understand your needs and you understand the expectations of you.

As early as is comfortable, the transitioning individual is encouraged to disclose their intention to transition to key individuals who can assist with the process, known herein as the support team (See Guidelines for Support Team on pg. 14). Because the process described in these guidelines may take time, persons may benefit from disclosing their planned transition as early as they are comfortable. A transgender individual may first wish to express their intent to transition to a coworker, faculty, staff, or peer ally with whom they have a trusting relationship, with someone in their union (if applicable), [LGBTQ+ Initiatives](#), the [Office of Campus Climate](#), [Human Resources](#), and/or [Academic Personnel Office](#). Similarly, a student may first wish to express their intent to transition with a trusted professor, Resident Assistant, [LGBTQ+ Initiatives](#), the [Office of Campus Climate](#), [Lambda Alliance](#), the [Office of the Associate Vice Chancellor and Dean of Students](#), and/or an academic advisor.

Persons planning a gender transition may wish to create a support team (See Guidelines for Support Team on pg. 14) to assist with the various aspects of their transition. For transitioning employees, a good support team must include a member from the [Transgender Resource Committee](#) as they are most familiar with the transitioning process on campus. Upon notification of an individual's intent to undergo a gender transition, trans-knowledgeable staff can assist in coordinating the people who will serve as immediate contacts for the individual, the University, and other appropriate parties. This group or "support team" will be able to collaborate with the employee or student to create an individually tailored transition plan and discuss a means of disseminating information to colleagues, advisors, classmates, staff, and/or professors in an appropriate, accurate and well-timed manner. The individual will be able to explain their intentions, needs and concerns to the team to help craft the plan to suit their particular situation. More information on the support team and transition plan (see Appendix A on pg. 26) is contained below.

#### [Managers, Supervisors, Advisors, Teaching Assistants, Staff & Faculty](#)

Managers, supervisors, advisors, teaching assistants, staff, and/or faculty are in a position to provide leadership and serve as points of contact for the employee and/or student, as well as to other members of the University community. This leadership is demonstrated by supporting the transitioning individual, publicly and privately, and assisting in the implementation of the transition plan (see Appendix A on pg. 26).

The support of managers, supervisors, advisors, teaching assistants, staff, and/or faculty is important to a student or employee who articulated their desire to transition or that they are transgender. Sensitivity to the needs and concerns of the individual is an important part of this process. Willingness to participate in developing a transition plan that meets the joint needs of the individual and the University will help with the transition. A manager's, supervisor's, teaching assistant's or advisor's actions will be particularly important because other staff and students will look to these individuals as role models on how to behave appropriately during this time.

With appropriate notice, managers, supervisors, advisors, teaching assistants, staff, and/or faculty are expected to provide sufficient flexibility to meet the transitioning individual's needs for medical or personal appointments related to their transition. Time off for medical procedures should be treated in the same way as other requests for sick or medical leave.

If an employee, whether student, faculty or staff, who reports to you informs you of their desire to transition, or if an individual in your workplace is currently in the transition process, your support is critical. Below are tips to reflect your support:

- If you are unfamiliar with the transition process, leverage coaching and resources are available to you through [LGBTQ+ Initiatives](#), the [Office of Campus Climate](#), [Academic Personnel Office](#), and/or your local [Human Resources](#) team (See Support Team Resources section on pg. 14). For supervisors, you can use these guidelines to further educate your staff.
- Listen carefully to what the individual is telling you and how they'd like to be treated (do they want to keep their transition as quiet as possible or do they wish to celebrate publicly?).
- When meeting with the transitioning individual about their needs and concerns, remain respectful and open-minded.

If you oversee, manage, lead, advise, and/or instruct an individual who is transitioning, it is important that you demonstrate an understanding, and use a sensitive approach to their needs and concerns. It may be challenging for transitioning individuals to make themselves vulnerable to a person upon whom their job or grade depends. Make it clear to them that your conversation will be held in confidence. Explain questions and concerns you might have and putting together a plan for transitioning at work. Be prepared to have open conversations with staff, advisors, teaching assistants, faculty, and/or students to answer any of their questions regarding the transition process.

UC Merced encourages all managers, supervisors, advisors, teaching assistants, staff, faculty, colleagues and/or students to use the transitioning individual's preferred gender pronoun. Please note that pronouns are not limited to "she" or "he", but can also include other non-binary pronouns such as "they" or "ze." (See Definitions section on pg. 6).

During the early stages of an individual's transition, few, if any accommodations will be required on your part. However, at some point, issues dealing with changes in the employee's and/or student's physical appearance and name, as well as usage of restroom facilities and locker rooms must be addressed.

### Guidelines for Support Team

Persons undergoing a transition may choose to utilize a support team. The primary role of a support team, assembled in close consultation with the transitioning individual, is to assist in developing a transition plan and to provide support and guidance to the transitioning individual through the process. It is important that each member affirm their support of the individual and ask the individual for suggestions on what that support/assistance might look like. Team members should be willing and able to discuss the needs and concerns of the individual and to assist with the individual's workplace, courses, or learning needs during the transition process. Team members may also provide guidance, as needed, to the transitioning individual's co-workers, advisors, teaching assistants, faculty, staff, and peers. For transitioning employees, a good support team must include a member from the [Transgender Resource Committee](#) as they are most familiar with the transitioning process on campus. In addition to the individual and the TRC representative, the support team might also consist of a union representative, a colleague from [LGBTQ+ Initiatives](#), the [Office of Campus Climate](#), [Academic Personnel Office](#) and/or a representative from [Human Resources](#). For transitioning students, a good team might consist of friends, an advisor, staff from [LGBTQ+ Initiatives](#), the [Office of Campus Climate](#), the [Office of the Associate Vice Chancellor and Dean of Students](#), and/or members from Lambda Alliance. The individual may also request a specific person to be on the team as another support person.

Considerations for the Support team  
PROVIDE ASSURANCE

- Affirm your support of the individual – if you have concerns about the transition, state those separate from your support of the transitioning person.
- Clarify that they are covered by the existing policies outlined in the “Purpose Statement” section of this document.
- Make it clear that your conversation will be held in confidence and make note of those things for which you may wish to seek outside guidance.

#### SOLICIT INPUT

- Ask for suggestions on what you can do to help and discuss how you can assist them during their transition.
- Ask if they wish to inform their manager, co-workers, advisors, faculty, clients and/or classmates themselves, or prefer that this be done for them.
- Ask if they are considering a name change. If yes, ask what name and pronoun the individual will use and when the individual will want you to begin referring to them using the new name and/or pronoun.
- Discuss and agree upon the procedure for adhering to the department’s dress code if there is one.
- The individual may feel more comfortable working in a different position during their transition. Discuss if there is a preference to remain in their current position or be redeployed.
- If the transitioning individual is a student, discuss options for supporting the individual in their academic courses.
- If the individual is married or partnered, ask how you should refer to their significant other throughout and after the transition, e.g. partner, wife, husband, etc. and identify if there are any implications to employer and/or student provided benefits.

Once assembled, the support team (See Support Team Resources section on pg. 21) with specific input from the transitioning individual, can help to create a transition plan (see Appendix A on pg. 26) that addresses the steps involved in the individual’s gender transition and the timing of the changes that will occur, to the extent that such changes are relevant to the individual’s workplace or learning environment. The plan will be tailored to the individual and their own plan for the gender transition will be taken into account. A gender transition plan can address many issues, including, but not limited to, the following:

- Determining when the individual will begin presenting in accord with their gender identity;
- Determining when the individual will begin using the sex-segregated or all gender facilities that match their gender identity;
- Facilitating the creation of gender inclusive facilities where practicable;
- Assistance with accommodating leave time that is needed for medical procedures or personal appointments;
- Determine how the transitioning individual would like to address questions and/or concerns of co-workers, advisors, managers, supervisors, and/or classmates;
- Identifying any potential roadblocks and strategies for addressing them; and
- Creating a communication plan that includes when and how this will be communicated and to whom.

Confirm who will be the university’s main point of contact (manager or Support Team representative) to manage the university’s involvement during the transition.

For more information about how to be a positive support member, you can contact [LGBTQ+ Initiatives](mailto:lgbtq@ucmerced.edu) at [lgbtq@ucmerced.edu](mailto:lgbtq@ucmerced.edu).

#### Addressing Concerns of Co-workers, Peers, Advisors, Staff, Faculty, Teaching Assistants, Classmates, & Clients

Assisting with the exchange of information about a trans individual is very important in managing the transition process. The manner in which co-workers and community members are informed about the individual’s change and the timing of this disclosure are critical in making the transition progress smoothly. Therefore, discretion should be a primary goal in the early stages of transition planning. To help avoid difficult situations for the



transitioning individual, those individuals with knowledge of the transition should be careful to avoid disclosing information prematurely. Following the person's individually-tailored transition plan will help to avoid this problem. The support team can work with the transitioning individual to create a communication plan to inform the relevant University community members about their transition.

Co-workers, colleagues, advisors, staff, faculty, teaching assistants, classmates, and peers should be aware that if they have questions, they can utilize appropriate campus resources and should not use the transgender individual as their educator, unless the individual wishes to answer such inquiries. Appropriate resources may include these procedures, a member of the support team, or a member of [LGBTQ+ Initiatives](#), the [Office of Campus Climate](#), the [Office of the Associate Vice Chancellor and Dean of Students](#), [Human Resources](#), and/or [Academic Personnel Office](#).

A lack of knowledge about transgender issues has the potential for creating misunderstanding and tension in the workplace and/or academic setting. While everyone is expected to conduct themselves in accordance with UC policies, we must also ensure that a forum is made available for individuals to express their concerns, ask questions and learn about transitioning on campus. These concerns and questions should not take place within proximity of the transitioning individual.

In addition to a potential workgroup meeting at which the individual's manager may announce the transition, trainings or briefing sessions for people on transgender issues are suggested. If the transitioning individual is a student, it is suggested that advisors, faculty and teaching assistants attend trainings or briefing sessions on transgender issues. This will reduce fear of the unknown and help promote a positive work and academic environment for all. Trainings or briefing sessions should be completed prior to the individual's transition. This provides important information to co-workers, managers, clients, advisors, teaching assistants, faculty and/or staff on what to expect when the individual begins their transition. Establishing some level of comfort as to what the transition is and why it is happening is important for preventing future misunderstandings or issues.

People who raise concerns about a transgender co-worker and/or student should be provided UC Merced's Non-Discrimination and Anti-Harassment Policy. They should be coached to differentiate personal beliefs from appropriate workplace and classroom behaviors where necessary. They will need to work cooperatively with their co-workers, students, and/or peers regardless of their gender identity and that failure to do so could result in corrective action, including termination of their employment or referral to Student Conduct.

If people express concern regarding the appearance of a transgender co-worker and/or student after reviewing UC Merced's policies or if they are curious about the change in appearance, the manager, advisor, staff, faculty and/or teaching assistant may meet with individuals with concerns individually to inform them of the change and to answer questions.

If individuals have concerns with a transgender co-worker's and/or student's usage of a restroom or other sex segregated facility after reviewing UC Merced's policies, the individual with the concern may be permitted to use a different or single occupancy facility, if such facilities exist at that work and/or academic location.

### [Pronouns & Name Changes](#)

Individual's records and work and/or academic-related documents should be retained under the individual's legal name (as reflected on identification documents verified at the start of employment or enrollment) unless and until the individual makes a legal change. Where a person's legal name does not match their new name, the new name should be used on all documentation, such as email, phone directory, company identification card or access badge, name plate, class roster, etc., except where records must match the legal name, such as on payroll and insurance documents.

In everyday written and oral speech, the new name and pronouns should be used when the individual is ready.

Upon legal change of name, follow the Faculty & Staff Legal, Lived/Preferred Name Change instructions in Appendix D on pg. 36 for faculty and staff to change their name on campus to reflect their new legal name. Students can find instructions for legal name change on campus in Appendix B on pg. 31 and download the Name Change form from the link below:

[https://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/name\\_change.pdf](https://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/name_change.pdf)

Students, faculty and staff can change their email address; follow the instructions in Appendix E on pg. 43. This request should be completed after the UCPath name change is processed for faculty and staff, and after students update their lived/preferred name on their MyStudentPortal. Work with local contact to order new business cards, building IDs, CatCard, name plates & hoteling/office related items.

Note on pronouns: If an individual is transitioning and you are not certain which pronouns to use, it is appropriate to respectfully ask them their name and which pronouns you should use. In general, it is considered insensitive to refer to someone by the wrong pronouns once you have established which set of pronouns they prefer. Again, transitioning individuals should be prepared to help educate their peers.

#### Benefits for Transitioning and/or Transsexual Individuals

For staff employees who are eligible, leave may be provided for purposes of appointments and/or transgender-related surgeries under Family Medical Leave, Supplemental Disability Leave, and/or Contract Agreements for represented employees.

For more information about specific medical coverage and plans, please contact the Benefits Office.

For faculty who are eligible, leave may be provided for purposes of appointments and/or transgender-related surgeries under Family Medical Leave, Supplemental Disability Leave, and/or Contract Agreements for represented employees. For more information regarding Leave, please contact, [Academic Personnel Office](#) at 209-228-7948.

For more information about specific medical coverage and plans, please contact the Benefits Office.

For students who may have questions regarding any benefits please contact [LGBTQ+ Initiatives](#), [Office of Campus Climate](#) or the [Office of the Associate Vice Chancellor and Dean of Students](#) (See Support Team Resources section on pg. 21).

#### Creating a Plan

UC Merced recommends creating a plan to help facilitate a smooth transition process. This plan should be referred to and used as a resource by transitioning individuals, their managers, supervisors, advisors, staff, and faculty.

The “Creating a Plan” (CAP) sheet can be found in the Appendix section of the guidelines. It lists potential items of consideration for the transitioning employee, along with estimated timelines. Please note that not all gender transition “steps” occur in the same way, or in the same order. Some items in the CAP sheet may occur in a different way or order, depending on the individual’s particular situation. The CAP sheet merely functions as an overview of various steps that an individual might consider in the gender transition process. It is not intended as a definitive document or a checklist that requires strict adherence.

#### Develop a stakeholders list

If you are a transitioning individual, you might consider the following questions related to stakeholders:

- Who are all the people (internal and external to the Lab) that you may need to engage at some point during your transition?
- When do they need to be engaged?
- Are there any specific issues that need to be addressed sooner rather than later?

### Create a timeline

As a transitioning individual, it is important to review a list of possible action items to consider before transitioning at the Lab. Please note that the steps can be tailored according to the individual's own timeframe. The steps, timelines, and responsible parties are noted on the CAP sheet. If you are a transitioning employee and need assistance with developing your plan, please contact the [Transgender Resource Committee](#) or [LGBTQ+ Initiatives](#) at [lgbtq@ucmerced.edu](mailto:lgbtq@ucmerced.edu).

At some point in the process, the transitioning individual may want to legally change their name. For more information on legal identity change, you can refer to the document "ID Please" from the Transgender Law Center.

### Additional considerations

The following are additional considerations for the transitioning employee:

- How would you like your team to find out about your transition? (e.g., a letter, a face-to-face meeting, individual discussions, your supervisor explaining, etc.). If in person, who do you want in the room? How do you think your stakeholders, clients, and/or users should be informed?
- Consider any unintended consequences. For example, a new subscriber ID from your insurance company may result in cancellation of pending claims, pre-authorization approvals, dependent claims, and/or may impact your selected primary care physician. Will you need workspace changes to be made during the transition?
- When will you need to process any necessary changes to other items, such as professional licenses, publications, degrees, credentials, etc.? Do a search for your current name in various Lab web pages for group rosters and other references. How many of these pages will need to be altered or removed?

## FILE A COMPLAINT

UC Merced is dedicated to creating a welcoming, inclusive environment for all our community members. We also recognize that there are times when incidents happen that hurt and/or endanger the LGBTQ+ community. With this in mind, it is important to provide information regarding opportunities to report experiences regarding any form of harassment, hate crime(s), micro/macroaggressions, alienation or violence. UC Merced has multiple options for filing a complaint. UC Merced has two categories for filing complaints, formal reporting and informal reporting. A formal report documents the incident, includes an investigation and a binding resolution. An informal report documents the incident and enables the reporter to discuss resources and possibly reach an informal (non-binding) resolution. With an informal complaint, individuals have the option to report incidents anonymously whereas with formal complaints the individual must disclose their name. Additionally, depending on their roles at UC Merced, staff, faculty, teaching assistants, and student workers have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources.

### Formal Reporting

University of California and UC Merced policies prohibit discrimination/harassment/retaliation on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or

mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran. ([View Nondiscrimination and Affirmative Action Policy](#))

Every member of the community should be aware that the University prohibits sexual violence and sexual harassment, retaliation, and other prohibited behavior (“Prohibited Conduct”) that violates law and/or University policy. The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy on Sexual Violence and Sexual Harassment. ([View Sexual Violence and Sexual Harassment Policy](#))

Staff, faculty, students, and applicants for employment who believe they may have been discriminated/harassed/retaliated against are encouraged to bring their concerns to the EEO/AA/Title IX Officer to investigate and attempt to resolve the complaint. The below resources can be used to file a formal complaint for incidents of discrimination, sexual harassment, and sexual violence (including dating/domestic violence and stalking). Use of these online or PDF forms are not required in order to submit a complaint.

### [File A Complaint Online](#)

The Office of Compliance (EEO/AA/Title IX) offers an online reporting form. The online report form will link to an external site.

### [Download A Discrimination/Harassment Complaint Form \(PDF\)](#)

A .PDF document is available for download. The completed document can be submitted to the Compliance Office via email, mail, or dropped off in person. Instructions for submitting the complaint can be found on this form.

If you have any questions or concerns regarding discrimination, harassment, or sexual harassment please contact:

Title IX/EEO/AA  
Office of Campus Compliance  
University of California, Merced  
Phone: (209) 285-9510  
Fax: (209) 228-4423  
[msalvador2@ucmerced.edu](mailto:msalvador2@ucmerced.edu)

The [Discrimination/Harassment Complaint Form](#) can be used to file a complaint on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

### Informal Reporting

If you have experienced or witnessed any form of harassment, hate crime(s), micro/macroaggressions, alienation or violence but do not want to file a formal report, you have the option to file a report through UC Merced’s [Bias Incident ResponSe Team, BIRST](#). The role of the BIRST Team is to provide an opportunity for community members to have their voices heard, to facilitate anti-bias education, to mitigate or prevent similar occurrences in the future, advocate for a more inclusive and affirming campus, and to raise issues to appropriate campus entities. To file an informal report, go to <http://birst.ucmerced.edu/report-incident> or you can file a report in person to any of the BIRST Team members.

## Confidential Reporting Resources

Confidential resources exist in order to provide a safe space for individuals to discuss their options, learn about resources and discuss any concerns before deciding to take next steps. According to university policy, individuals who consult with confidential resources are advised that their discussions are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by the university to resolve their concerns. With few exceptions (including imminent risk of harm or danger), they cannot share information without your expressed written consent. Additionally, this information is not considered an official report to the university. Below is a list of confidential resources:

### **CARE Office Campus Advocate**

Provides free and confidential assistance for all UC Merced affiliates (including undergraduate students, graduate students, staff and faculty)

Campus Advocate: 209-386-2051

### **Valley Crisis Center**

Provides free and confidential services to individuals and families who have experienced or are currently experiencing domestic violence or sexual assault.

24-hour hotline: 209-722-4357 (HELP)

<http://www.valleycrisiscenter.org/> Located at 1960 P. Street in Merced

### **UC Merced Counseling and Psychological Services (Students Only)**

Provides free and confidential counseling services through individual, couple and group formats, as well as crisis intervention, for all registered UC Merced students (undergraduate and graduate). Call or walk-in for an appointment.

24-hour hotline: 209-228-4266 [counseling@ucmerced.edu](mailto:counseling@ucmerced.edu)

Located in the UC Merced H. Rajender Reddy Health Center

### **INSIGHT Employee Assistance Program (EAP) (Employees Only)**

INSIGHT offers employees and their household dependents 3 counseling sessions every 6 months with a licensed professional to assist with work/life concerns.

Phone: (800) 422-5322 Email: [insighteap@insighteap.com](mailto:insighteap@insighteap.com)

The **Office of Ombuds Services** is a place where UC Merced community members — students, staff, faculty, lecturers, postdoctoral scholars, and administrators — can go for assistance in resolving conflicts, disputes or complaints on an informal basis. We are a voluntary, off-the-record office resource. Visitors' identities and the content of their conversations are always confidential, except in rare cases when the ombuds determines there is a risk of imminent harm to self or others. **\*Contacting the Office of Ombuds Services does not put UC Merced on formal notice of your concerns.\*** 209-228-4410 Located in the UC Merced Student Services Building, Room 211

## Mandatory Reporting

All UC employees who are not designated as confidential must inform the Title IX officer if they become aware that a student (undergraduate, graduate, or professional) has experienced sexual violence, sexual harassment, or other behavior prohibited by the university's policy. This includes managers and supervisors, all faculty (including faculty advisors), all staff, athletic coaches and student employees. Responsible employees include both represented and non-represented employees. Additionally, they must inform the Title IX officer if they receive a report of prohibited behavior from anyone affiliated with the university, which includes faculty, staff and others affiliated with the university.

## SUMMARY

It is unlawful and violates the University Policy to discriminate in any way (including, but not limited to, failure to hire, failure to promote, or unlawful termination) against an employee because of the employee's actual or perceived gender identity. Additionally it is unlawful and contrary to this guideline to retaliate against any person objecting to, or supporting enforcement of legal protections against, gender identity discrimination in employment.

## POLICIES

Below is a list of policies that may be helpful in the process of transitioning on campus. This is not an exhaustive list.

### UC Merced Policies

Equal Employment Opportunity and Affirmative Action:

<http://eeoaa.ucmerced.edu/>

Nondiscrimination and Sexual Harassment Policy:

<http://catalog.ucmerced.edu/content.php?catoid=8&navoid=728>

Student Violence and Sexual Harassment Policy:

<http://policy.ucop.edu/doc/4000385/SVSH>

### UC Policies

UC Nondiscrimination & Sexual Violence Prevention

<http://policy.ucop.edu/doc/4000385/SVSH>

UC System Transgender Health Benefits

<http://ucnet.universityofcalifornia.edu/forms/pdf/transgender-health-benefits-fact-sheet.pdf>

### Federal & State Policies

AB 196

<https://transgenderlawcenter.org/resources/housing/ab-196-what-it-means-for-you>

SB 396

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180SB396](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB396)

California Department of Fair Employment and Housing

[https://leginfo.legislature.ca.gov/faces/codes\\_displayexpandedbranch.xhtml?lawCode=GOV&division=3.&title=2.&part=2.8.&chapter=9.&article=&goUp=Y](https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?lawCode=GOV&division=3.&title=2.&part=2.8.&chapter=9.&article=&goUp=Y)

## RESOURCES

We have compiled a list of resources that may be helpful for those utilizing these best practices. This list is not exhaustive.

### Support Team Resources

**Transgender Resource Committee-** As a subcommittee of the Chancellor's Advisory Committee on Queer Issues (CACQI), the purpose of the Transgender Resource Committee is to act as a clearing house for resources which can support, assist, educate, and advocate for the transgender and gender nonconforming community at UC Merced. Our members consist of students, faculty and staff dedicated to affirming the lived experiences of our gender nonconforming communities.

<http://cacqi.ucmerced.edu/Subcommittees>

Email: [lgbtq@ucmerced.edu](mailto:lgbtq@ucmerced.edu)

Phone: 209-228-2250

Office: KL 167A

**LGBTQ+ Initiatives-** The purpose of LGBTQ+ Initiatives, within the Office of Student Life, is to affirm the unique lives, identities and intersectionalities of our Lesbian, Gay, Bisexual, Trans\*, Two-Spirit, Queer, Questioning, Asexual, Intersex, Pansexual, Omnisexual, same gender loving people and ally students, and faculty and staff members. We encourage a supportive and inclusive environment by providing education, outreach and advocacy opportunities that assist our LGBTQ+ and ally students and faculty and staff members to achieve personal and academic excellence.

<http://lgbtq.ucmerced.edu>

Email: [lgbtq@ucmerced.edu](mailto:lgbtq@ucmerced.edu)

Phone: 209-228-2250

Office: KL 167A

**Office of Campus Climate-** The Office of Campus Climate was created to coordinate and support strategic initiatives that promote diversity and inclusion at UC Merced for all campus constituents. Director De Acker works with others throughout the campus on accountability, infrastructure and resources that support inclusive excellence, where equal opportunity, mutual respect and cross-cultural collaboration are fostered. The office also develops an integrated conflict-management system for faculty, staff and students to voice their concerns, work to resolve issues and contribute to a conflict-competent organization.

<https://diversity.ucmerced.edu/>

Email: [dacker@ucmerced.edu](mailto:dacker@ucmerced.edu)

Phone: 209-228-2598

Office: KL 107

**Human Resources-** The purpose of UC Merced Human Resources deliver individualized, meaningful experiences to our staff and campus community, making UC Merced the employer of choice in the UC System.

<https://hr.ucmerced.edu/>

Email: [jlomeli3@ucmerced.edu](mailto:jlomeli3@ucmerced.edu)

Phone: 209-259-8806

Office: The Promenade, 767 East Yosemite Ave., Building B, Suite A/B, Merced, CA 95340

**Academic Personnel Office-** The mission of the Academic Personnel Office (APO) is to support UC Merced's success by facilitating the recruitment, appointment, advancement and retention of the most qualified and diverse faculty, instructors and research personnel. APO is responsible for the provision of guidance, training, analysis and interpretation of university and campus Academic Personnel Office policies and procedures, implementing appropriate safeguards and ensuring adherence to affirmative action principles and other university, state and federal regulations.

<http://academicpersonnel.ucmerced.edu/>

Email: [academicpersonnel@ucmerced.edu](mailto:academicpersonnel@ucmerced.edu)

Phone: 209.228.7948

Office: KL 323

**Office of the Associate Vice Chancellor and Dean of Students-** The Office of the Associate Vice Chancellor and Dean of Students at the University of California, Merced is a unit under the Division of Student Affairs that holistically promotes student development and advocates for student success through intentional programs and initiatives, collaborative partnerships, and policy/procedural development that enhance campus climate and facilitates the successful navigation of campus life. Utilizing a social justice orientation rooted in community cultural wealth, criticalness, collaboration, accountability, and care, the Office of the Associate Vice Chancellor and Dean of Students is a central space for students, parents, staff, and faculty to receive assistance with navigating the complexity of student life. The Office of the Associate Vice Chancellor and Dean of Students supports the University's mission and values while placing students first in all endeavors.

<https://studentaffairs.ucmerced.edu/dean-students>

Email: [Jgrady2@ucmerced.edu](mailto:Jgrady2@ucmerced.edu)

Phone: 209-228-3633

Office: KL 113

## UC Merced LGBTQ+ Resources

**Chancellor's Advisory Committee on Queer Issues, CACQI-** LGBTQ+ Advisory Committee, a subcommittee of the Advisory Council on Campus Climate, Culture and Inclusion (CCCI), works to identify institutional, structural, and cultural initiatives that advances the UC Merced campus climate for the LGBTQ2IA2 and expanding community. The advisory committee advocates on campus on behalf of the



LGBTQ2IA2 community for participation, success, and visibility across multiple dimensions of inequality including but not limited to gender, race, ethnicity, class, age, religion, ability, veteran, marital and familial status. The Committee will operate under a shared governance model, intentionally including undergraduate and graduate students, postdoctoral scholars, senate and non-senate faculty and staff members.

<http://cacqi.ucmerced.edu/>

Email: [cacqi@ucmerced.edu](mailto:cacqi@ucmerced.edu)

**Lambda Alliance-** Lambda Alliance is a safe space for queer and trans individuals to be themselves and utilize it as needed. As a registered club and organization, we celebrate the intersectionality of queer and trans identity. In doing so, we advocate against oppressions to build towards queer and trans liberation. We also provide the tools for straight and cisgender allies to advocate alongside the queer and trans community. We strengthen community partly by hosting social events and promoting learning opportunities. We recognize that individuals are at different moments in coming out to themselves and hope to support them in their journey.

<https://catlife.ucmerced.edu/organization/lambdalliance>

<https://www.facebook.com/LambdaAllianceatUCM/>

Email: [LambdaAlliance@ucmerced.edu](mailto:LambdaAlliance@ucmerced.edu)

**Queer Ally Program-** The Queer All Program is a program which identifies students, faculty and staff members who will provide empathy, acceptance, support and resources for gay, lesbian, bisexual, transgender, intersex students and all forms of gender expression. Individuals have a right to their opinion; however, if someone is stating myths or misinformation about gender and sexual diversity, Queer Ally Program members will provide more accurate information in a respectful manner.

<http://queer.ucmerced.edu/>

Email: [queerally@ucmerced.edu](mailto:queerally@ucmerced.edu)

#### UC Merced General Resources

**Bias Incident Response Team (BIRST)-** BIRST is a University-wide team that receives information about bias incidents from individuals who have been a target of, or witnessed, an [act of bias](#). The role of the BIRST Team is to provide an opportunity for community members to have their voices heard, to facilitate anti-bias education, to mitigate or prevent similar occurrences in the future, advocate for a more inclusive and affirming campus, and to raise issues to appropriate campus entities. Response from BIRST does not mean a resolution to an individual situation. Rather, the response takes the form of campus-wide actions designed to mitigate and/or prevent bias actions, which relate to the campus climate.

<http://birst.ucmerced.edu/>

**CAT Cops (UC Merced Police Department)-** The UC Merced Police Department serves the UC Merced community and associated university property 24 hours a day, 365 days a year. The department is a full-service agency.

- Police Services
- Emergency Management

Our police officers, public safety dispatchers, community service officers, student volunteers, support staff and managers provide innovative and caring professional service to the community. Services include but are not limited to notifying first responders to reports violence on campus, RAD (Rape Aggression Defense) training for students, faculty and staff, and Safety Escorts.

<http://police.ucmerced.edu/>

Phone: 209-CAT-COPS (228-2677)

**Counseling & Psychological Services-** Counseling and Psychological Services exists to support each student's academic pursuit by providing professional services that care for the emotional, personal and social wellbeing of students.

<http://counseling.ucmerced.edu/>

Email: [counseling@ucmerced.edu](mailto:counseling@ucmerced.edu)

Phone: 209-228-4266

Office: Recreation and Wellness Building, First Floor

**Student Accessibility Services-** The mission of Student Accessibility Services (SAS) is to promote equal educational access and full participation by and for students with disabilities in the rich academic and campus life environment at UC Merced.

<http://disabilityservices.ucmerced.edu/>

Email: [disabilityservices@ucmerced.edu](mailto:disabilityservices@ucmerced.edu)

Phone: 209-228-6996

Office: KL 222

**Social Justice Initiatives-** With a focus on social justice, personal and community development, cultural awareness and advocacy, Social Justice Programs seeks to cultivate and develop an inclusive environment where students are aware of local, national and global issues and are equipped and prepared to thrive in a diverse global society.

<https://studentlife.ucmerced.edu/content/social-justice-initiatives>

Email: [oprimitivo@ucmerced.edu](mailto:oprimitivo@ucmerced.edu)

Phone: 209-228-5323

Office: KL 167B

**Student Health Services-** The mission of the Student Health Services is to help each student strive for maximum physical and emotional health while pursuing their academic and personal goals at UC Merced. Student Health Services is committed to providing the highest quality primary health care, in combination with health education and wellness promotion through caring, accessible and affordable services.

<http://studentlife.ucmerced.edu/content/resources>

Email: [health@ucmerced.edu](mailto:health@ucmerced.edu)

Phone: 209-228-2273

Office: Recreation and Wellness Building, Second Floor

UC Merced Principles of Community

<http://www.ucmerced.edu/principles-of-community>

California Resources

California Transgender Law 101

<https://transgenderlawcenter.org/resources/a-practitioners-guide-to-california-transgender-law-a-reference-guide-for-california-lawyers-and-advocates>

ID Please

<https://transgenderlawcenter.org/resources/id/id-please>

National Resources

Gay & Lesbian Alliance Against Defamation (GLAAD)

<https://www.glaad.org/>

Human Rights Campaign

<http://www.hrc.org/>

National Center for Transgender Equality

<http://www.transequality.org/>

Out & Equal Workplace Advocates

<http://outandequal.org/>

Parents, Family & Friends of Lesbians and Gays

<https://www.pflag.org/>

Transgender Law Center

<https://transgenderlawcenter.org/>

WPATH Harry Benjamin International Gender Dysphoria Association

[http://www.wpath.org/site\\_page.cfm?pk\\_association\\_webpage\\_menu=1347&pk\\_association\\_webpage=3903](http://www.wpath.org/site_page.cfm?pk_association_webpage_menu=1347&pk_association_webpage=3903)

#### Additional Resources

Tips for Allies of Transgender People compiled by GLAAD

<https://www.glaad.org/transgender/allies>

Transgender Terminology compiled by the National Center for Transgender Equality

<http://www.transequality.org/issues/resources/transgender-terminology>

World Professional Association for Transgender Health (WPATH)

[http://www.wpath.org/site\\_home.cfm](http://www.wpath.org/site_home.cfm)

#### Books

“As Nature Made Him” by John Colapinto

“Assuming a Body: Transgender and Rhetorics of Materiality” by Gayle Salamon

“Becoming a Visible Man” by Jamison Green

“Wrapped in Blue – A Journey of Discovery” by Donna Rose

#### REFERENCES

Berkeley Lab Workplace Gender Transition Guidelines

<http://diversity.lbl.gov/resources/gender-transition-guidelines/>

Ernst & Young, Employment Gender Transition Policy

<http://hrc-assets.s3-website-us-east-1.amazonaws.com//files/assets/resources/ErnstYoung-TransitionGuidelines.pdf>

Forge: Gender Neutral Pronouns

<http://forge-forward.org/2010/02/01/gender-neutral-pronouns/>

Transgender Law Center, Model Transgender Employment Policy

<https://transgenderlawcenter.org/resources/employment/modelpolicy>

Trans Student Education Resources

<http://www.transstudent.org/>

University of Connecticut Gender Transition Guidelines

<http://equity.uconn.edu/diversity/>

University of Guelph-Humber Gender Diversity

<http://humber.ca/policies/gender-diversity-policy>

Workplace Fairness Gender Identity Discrimination

<https://www.workplacefairness.org/gender-identity-discrimination#1>

## APPENDIX A: CREATING A PLAN

### CREATING A PLAN GENDER TRANSITION

UC Merced recommends creating a plan to help facilitate a smooth transition process. This plan is for you to refer to and use as a resource, in conjunction with Section \*\*\* of the Gender Transition Guidelines.

The “Creating a Plan” (CAP) sheet lists potential items of consideration for the transitioning individual, along with estimated timelines and possible dependencies. Please note that not all gender transition “steps” occur in the same way, or in the same order. Some items may occur in a different way or order, depending on the individual’s particular situation. The CAP sheet merely functions as an overview of various steps that an individual might consider in the gender transition process. Thus, it is not intended as an “end all, be all” document. Or a checklist that requires strict adherence (please allow room for flexibility).

Acronyms:

OCC: Office of Campus Climate

IT: Information Technology

TRC: Transgender Resource Committee

LI: LGBTQ+ Initiatives

TA: Teaching Assistants

## CREATING A PLAN GENDER TRANSITION

TASK	WHO SHOULD HANDLE?	WHO IS RESPONSIBLE FOR MAKING THE CHANGE?	WHEN SHOULD ACTION OCCUR?	HOW LONG TO COMPLETE?	OTHER COMMENTS
1) Discuss possible options for leave of absence with Family Medical Leave Specialist (faculty & staff) or OCC (students)	Transitioning Individual: contact FML Specialist (faculty & staff) or OCC staff	N/A	Anytime	N/A  <i>Completed by date:</i>	
2) Inform supervisor, advisor, professors and/or TA's of any planned leave as soon as possible (if surgery: as soon as surgery date is known)	Transitioning Individual: contact supervisor (faculty & staff) or OCC staff	N/A	After speaking with FML Specialist (faculty & staff) or OCC (student)	N/A  <i>Completed by date:</i>	Contact HR representative for guidance, if needed.
3) Keep supervisor (faculty & staff), OCC (student) informed of any leave time required for future medical appointments, or need for adjusted work/class schedule	Transitioning Individual: contact supervisor (faculty & staff) or OCC staff	N/A	After surgery	N/A  <i>Completed by date:</i>	Contact HR representative for guidance, if needed.
3a) Update name in Directory (students only)	Transitioning Individual	Transitioning Individual at my.ucmerced.edu	Anytime	2-3 minutes  <i>Completed by date:</i>	

## CREATING A PLAN GENDER TRANSITION

TASK	WHO SHOULD HANDLE?	WHO IS RESPONSIBLE FOR MAKING THE CHANGE?	WHEN SHOULD ACTION OCCUR?	HOW LONG TO COMPLETE?	OTHER COMMENTS
3b) Update name in Directory (faculty & staff)	Transitioning Individual	Transitioning Individual UCPath Website at <a href="https://ucpath.ucmerced.edu/">https://ucpath.ucmerced.edu/</a>	This should be part of the name request.	1 week Completed by date:	
3c) Update name on CatCard	Transitioning Individual	Transitioning Individual	After (LDAP) name change	Same day <i>Completed by date:</i>	
3d) Update name in Payroll (faculty, staff & students)	Transitioning Individual		After individual 'comes out' to others	1 week <i>Completed by date:</i>	
3e) Update traveler name in connexis (staff & faculty)	LI will contact HR	Connexis Managers (travel@ucmerced.edu)	After name changes in Banner	2-3 days <i>Completed by date:</i>	
4) Update outgoing voicemail message (landline & cell phone)	Transitioning Individual	Personal - Transitioning Individual	After individual 'comes out' to others	10 minutes <i>Completed by date:</i>	
5) Update user name on other systems accounts	Transitioning Individual	UCM-IT Help Desk Systems point of contact	After (LDAP) name change	Varies, depending on department and system <i>Completed by date:</i>	Supervisor or OCC should be aware of who to contact and provide guidance
6) Update user name on software (enterprise) purchases	Transitioning Individual	UCM-IT Help Desk Systems point of contact	After (LDAP) name change	Varies, depending on department and <i>Completed by date:</i>	Supervisor or OCC should be aware of who to contact

## CREATING A PLAN GENDER TRANSITION

TASK	WHO SHOULD HANDLE?	WHO IS RESPONSIBLE FOR MAKING THE CHANGE?	WHEN SHOULD ACTION OCCUR?	HOW LONG TO COMPLETE?	OTHER COMMENTS
7) Update all miscellaneous user names	Transitioning Individual	Personal - Transitioning Individual	After individual 'comes out' to others	1 day <i>Completed by date:</i>	**:*Work related accounts
8) Go through legal name change	Transitioning Individual	External - Government	Whenever individual is ready	Varies according to steps <i>Completed by date:</i>	Refer to 'ID Please' Guide from Transgender Law Center
9) Update name change at bank (for paychecks)	Transitioning Individual	External - Bank	After legal name change	Same day as bank appointment or once bank receives documentation <i>Completed by date:</i>	
10) Update legal name and gender in UCPath (faculty & staff)	Transitioning Individual: Employee Self-Service	Personal - Transitioning Individual	After name change legal name change	10 minutes <i>Completed by date:</i>	
11) Update legal name and gender in Student Portal (students)	Transitioning Individual: Office of the Registrar	Personal - Transitioning Individual	After name change legal name change	10 minutes <i>Completed by date:</i>	
12) Update name and gender in health insurance (faculty & staff) [students do not need this step]	Transitioning Individual	Transitioning Individual: Employee Self-Service (faculty & staff) Student Health Services (students)	After name change in banner	Varies, can be several months <i>Completed by date:</i>	

## CREATING A PLAN GENDER TRANSITION

*IF transitioning individual is considering medical surgery:*

TASK	WHO SHOULD HANDLE?	WHO IS RESPONSIBLE FOR MAKING THE CHANGE?	WHEN SHOULD ACTION OCCUR?	HOW LONG TO COMPLETE?	OTHER COMMENTS
1) Discuss possible options for leave of absence with Family Medical Leave Specialist (faculty & staff) or OCC (students)	Transitioning Individual: contact FML Specialist (faculty & staff) or OCC staff	N/A	Anytime	N/A	
				Completed by date:	
2) Inform supervisor, advisor, professors and/or TA's of any planned leave as soon as possible (if surgery: as soon as surgery date is known)	Transitioning Individual: contact supervisor (faculty & staff) or OCC staff	N/A	After speaking with FML Specialist (faculty & staff) or OCC (student)	N/A	Contact HR representative for guidance, if needed.
				Completed by date:	
3) Keep supervisor (faculty & staff), OCC (student) informed of any leave time required for future medical appointments, or need for adjusted work/class schedule	Transitioning Individual: contact supervisor (faculty & staff) or OCC staff	N/A	After surgery	N/A	Contact HR representative for guidance, if needed.
				Completed by date:	



## APPENDIX B: STUDENT LEGAL NAME CHANGE ON CAMPUS

### Student Legal Name Change

Students may request to change their name on official University records. Legally recognized proof of the change of name will be required before the petition is accepted and processed. (Students planning to graduate should file this request no later than the fifth week of the semester in which they intend to graduate.)

1. Fill out the Name Change form found at the link below:

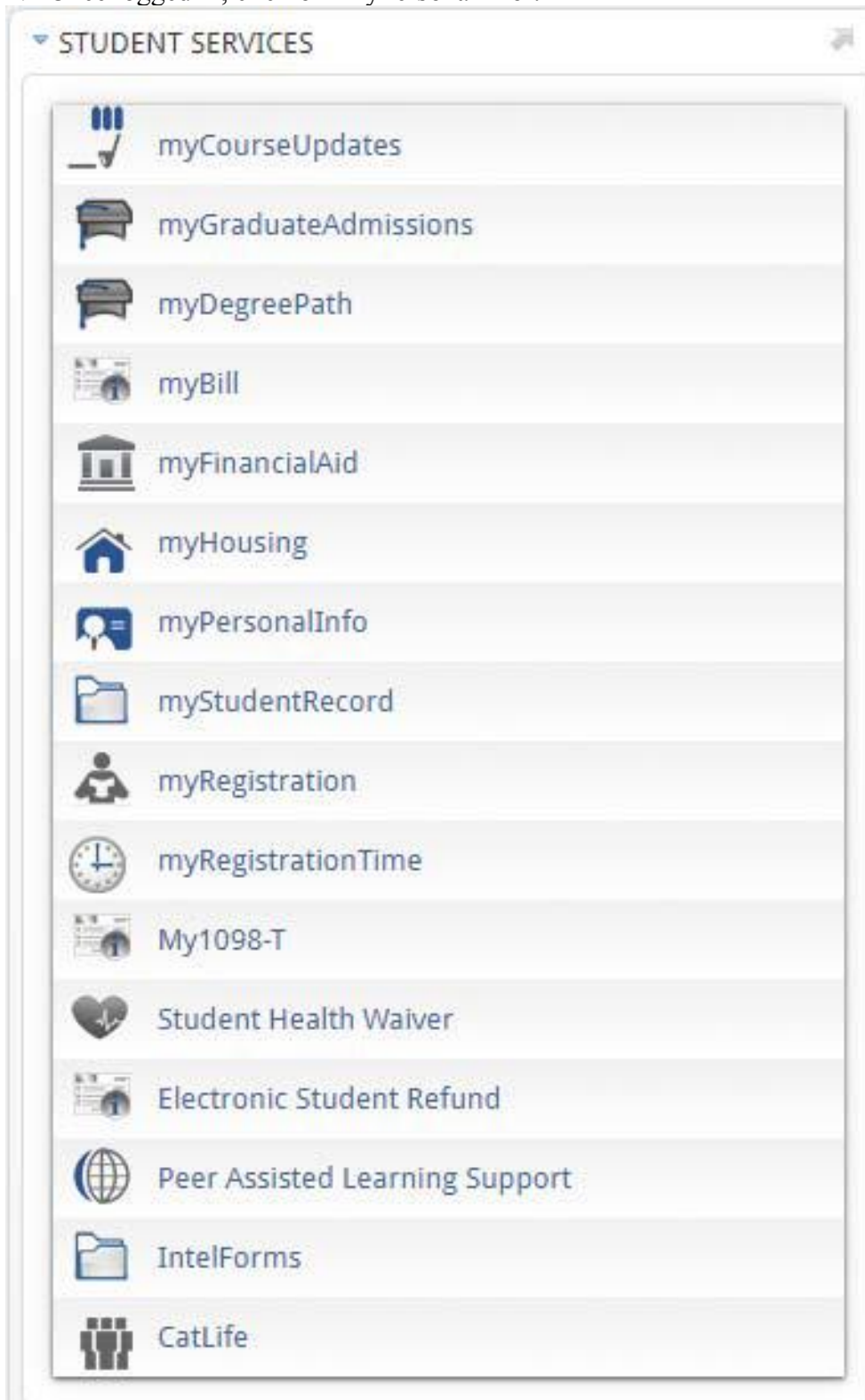
[https://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/name\\_change.pdf](https://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/name_change.pdf)

2. Submit the completed form with copies of two forms of the following pieces of identification: state driver's license, state I.D. card, legal court document, passport, marriage license, or social security card to the Office of the Registrar's.

## APPENDIX C: UPDATING STUDENT LIVED/PREFERRED NAME, SEXUAL ORIENTATION & GENDER IDENTITY MARKERS

### Updating Student Lived/Preferred Name, Sexual Orientation & Gender Marker Change

1. Log into your 'Student Services Portal'.
2. Once logged in, click on 'myPersonalInfo'.



3. Click on the 'Bio-Demographics' tab.



## Manage your addresses, phone, and email information

Hello Preferred Student.

4. Read the Bio Demographics Information for [students name] and click 'continue'.

### **i** Bio Demographic Information for stest

Providing gender identity and sexual orientation information is voluntary and completely optional.

If you choose to share your information, here is how it may—and may not—be used.

Data collected on gender identity and sexual orientation provide **UC Merced** with meaningful population data necessary for prioritizing resources and other student support services. These data also enable **UC Merced** to develop curricular and co-curricular offerings that reflect students' diverse perspectives and that promote a safe and welcoming learning environment for all students. **UC Merced** only collects these data in the aggregate, meaning your name and bio-demographic information will not be linked.

For more information about resources available to the LGBTQ+ community at **UC Merced**, visit [LGBTQ Resources](#).

Today's date: 16:05:13 10/23/2017, Press Continue to view/edit your current bio-demographical information.

 Continue...

 Exit

5. Change the desired demographics information.

# Full Name: Anthony Student

## Gender Identity



How do you describe yourself?

Other Identity: (Please specify)

What sex were you assigned at birth, such as on an original birth certificate?

Male  Female


## Sexual Orientation



Do you consider yourself to be...?

## Preferred First Name:



6. Clicking on the  button provides the student specific information about how their information will be reported and/or used.

Providing gender identity information is voluntary and completely optional. Although **UC Merced** only collects these data in the aggregate, it is important for you to understand the gender that will be reported to other systems when you select to provide **UC Merced** with your gender identity. At this time, only one gender is being reported by the Office of the Registrar to other systems. If you select either of following options, your gender will be reported as *female* to other systems\* receiving this information:  
Female or Trans Female/Trans Woman.

Whereas, if you select either of the following options your gender will be reported as *male* to other systems\* receiving this information:

Male or Trans Male/Trans Man.

If you select either of the following options your gender will be reported as *unknown* to other systems\* receiving this information:

Genderqueer/Gender Non-Conforming or Different Identity. \*Currently, the other systems receiving gender information are Housing, Health Services, and Recreation and Athletics. If you have questions, please contact Erin Webb.

Providing sexual orientation information is voluntary and completely optional. **UC Merced** only collects these data in the aggregate, meaning your name and sexual orientation information will not be linked.

More information about the use of preferred first name can be found here: [changing your personal information](#).

7. Click 'Save'.

## APPENDIX D: FACULTY & STAFF LEGAL, LIVED/PREFERRED NAME CHANGE

### Faculty/Staff Legal & Lived/Preferred Name Change

When making a legal name change, you must submit a copy of your new social security card and one form of the following pieces of identification: state driver's license, state I.D. card, legal court document, passport, or marriage license.

1. Go to UCPATH Website by going to <https://ucpath.ucmerced.edu/> and click on "Click Here to Access the Portal".



**UCPath is Here!**



**The New UCPATH TRS Link is now available! [Click Here to Access the New TRS System.](#)**

- All UC Merced employees will now enter their timesheets into the new TRS.
- You can [click here for the Submission Deadlines for the 2018 Calendar Year](#). The calendar can also be found on the [HRPC Forms Page](#).

**The UCPATH Portal is Now Available! [Click Here to Access the Portal!](#)**

- View your earnings statement (January 2nd for monthly employees and January 10th for bi-weekly employees)
- Check your vacation and sick leave balances (e.g. sabbatical leave)
- Make changes to your personal information
- Sign up for (or update) your direct deposit
- For more information on how to navigate the UCPATH Portal, please access the [UC Learning Center](#) to complete the UCPATH Basics and Navigation tutorial.

2. Click on "University of California, Merced".

**UCPath**

Welcome to UCPATH, where you can view and/or update your personal information. If you have questions about UCPATH or need assistance, please contact the UCPATH Center at 855-982-7284.

Authorized users sign in below

University of California - Office of the President
University of California, Merced
University of California, Riverside
University of California-Los Angeles

3. Log in using your UC Merced Net ID and password.
4. On the UCPATH main portal page, click on Employee Actions

**Angela Baxter**  
Primary Title:  
STDT LIFE DEV SPEC 3  
Employee ID:  
[Redacted]  
Service Date:  
01/20/2015

Ask UCPATH Center

### Welcome Associated Students UCLA, UC Merced and UC Riverside to UCPATH!

UCPATH is mobile-friendly and available to you 24 hours a day, 7 days a week. Check out all of the new features the portal has to offer.

Jan 02, 2018

Hide Read More

- Dashboard
- Bookmarks
- Employee Actions >
- Manager Actions >
- Forms Library >
- Quicklinks >
- Help / FAQ >

#### Direct Reports

View All

[Redacted]

#### Manager Actions

- View Employee Information
- View Employee Absence Balance
- View Compensation History
- View Historical Profiles
- Current Team Profiles

5. Click on Personal Information.



**Angela Baxter**  
 Primary Title:  
 STDT LIFE DEV SPEC 3  
 Employee ID:  
 [REDACTED]  
 Service Date:  
 01/20/2015

- Employee Actions
- Personal Information**
- Leave Balances
- Health and Welfare
- Income and Taxes
- Retirement and Savings

UNIVERSITY OF CALIFORNIA UCPATH Search [icon] Bookmark [icon] Log out [icon]

Ask UCPATH Center

**Welcome Associated Students UCLA, UC Merced and UC Riverside to UCPATH!**  
 UCPATH is mobile-friendly and available to you 24 hours a day, 7 days a week. Check out all of the new features the portal has to offer.  
 Jan 02, 2018

Hide Read More

Direct Reports [View All]

Manager Actions [icon]

- View Employee Information
- View Employee Absence Balance
- View Compensation History
- View Historical Profiles
- Current Team Profiles

6. Click on Personal Information again.

**Angela Baxter**  
 Primary Title:  
 STDT LIFE DEV SPEC 3  
 Employee ID:  
 [REDACTED]  
 Service Date:  
 01/20/2015

- Personal Information
- Employee Disclosures
- Patent Acknowledgments
- Disability Status
- Veteran Status
- My Current Profile

UNIVERSITY OF CALIFORNIA UCPATH Search [icon] Bookmark [icon] Log out [icon]

Ask UCPATH Center

**Welcome Associated Students UCLA, UC Merced and UC Riverside to UCPATH!**  
 UCPATH is mobile-friendly and available to you 24 hours a day, 7 days a week. Check out all of the new features the portal has to offer.  
 Jan 02, 2018

Hide Read More

Direct Reports [View All]

Manager Actions [icon]

- View Employee Information
- View Employee Absence Balance
- View Compensation History
- View Historical Profiles
- Current Team Profiles

7. On the Personal Information Summary page, click the down arrow in the Name field.

The screenshot displays the UCPath interface for Angela Baxter. The top navigation bar includes the University of California logo, the UCPath title, a search box, and links for Bookmark and Log out. A yellow button labeled "Ask UCPath Center" is positioned in the top right. The main content area is titled "PERSONAL INFORMATION SUMMARY" and "Angela Baxter". Below this, there are two buttons: "EXPAND ALL" and "COLLAPSE ALL". The page lists several expandable sections: "Name", "Home/Mailing Addresses", "Phone Numbers", "Emergency Contacts", and "Email Addresses". Each section has a blue down arrow icon. A red circle highlights the down arrow in the "Name" field. At the bottom left, there are links for "Edit profile" and "Log out". At the bottom right, there is a pink "Help" button.

8. Click on Change Name.

**Angela Baxter**  
 Primary Title:  
 STDT LIFE DEV SPEC 3  
 Employee ID:  
 [REDACTED]  
 Service Date:  
 01/20/2015

Ask UCPATH Center

## PERSONAL INFORMATION SUMMARY

Angela Baxter

EXPAND ALL

COLLAPSE ALL

Name



Angela Lee Baxter

CHANGE NAME

- Dashboard
- Bookmarks
- Employee Actions >
- Manager Actions >
- Forms Library >
- Quicklinks >
- Help / FAQ >

9. On Name Change page, click on the pencil icon next to New Name.

**Angela Baxter**  
 Primary Title:  
 STDT LIFE DEV SPEC 3  
 Employee ID:  
 [REDACTED]  
 Service Date:  
 01/20/2015

## NAME CHANGE

Enter your new name and select **Submit**.

Note: You may be required to send proof of the name change to Human Resources.

US Employees: All name changes must match the name provided on your social security card.

Current Name

Angela Lee Baxter

New Name

Angela Lee Baxter



Change As Of

01/17/2018



(example: 12/31/2000)

Name Format

English

SUBMIT

RETURN TO PERSONAL INFORMATION

- Dashboard
- Bookmarks
- Employee Actions >
- Manager Actions >
- Forms Library >
- Quicklinks >
- Help / FAQ >

10. On the Edit Name page, enter the name you would like displayed and click done.

**Angela Baxter**  
Primary Title:  
STDT LIFE DEV SPEC 3  
Employee ID:  
[REDACTED]  
Service Date:  
01/20/2015

Dashboard  
Bookmarks  
Employee Actions >  
Manager Actions >  
Forms Library >  
Quicklinks >  
Help / FAQ >

Edit profile  
Log out

## EDIT NAME

Prefix  
Select an Option

First Name  
Jane

Middle Name  
Lee

Last Name  
Doe

Suffix  
Select an Option

Live Preview

Display Name  
Jane Doe

Formal Name  
Jane Doe

Name  
Doe, Jane Lee

DONE CANCEL Help





11. For legal Name Change, submit proof of legal name change.
  - a. Faculty/Staff submit to Human Relations
12. For Preferred Name Change, you will not need to submit any further information. However, your legal name will remain on university documents that have legal standing.

## APPENDIX E: EMAIL CHANGE

### Email Change

1. Go to <https://it.ucmerced.edu/>
2. Scroll down to the *Need Help* box and click on ‘Submit a General IT request’.


**NEED HELP?**

-  [Report an Incident](#)
-  [Report a Cyber Security Incident](#)
-  209-228-HELP
-  [Locations and Hours](#)

**OIT Service Desk Tickets**

- [My Incidents](#)
- [My Requests](#)
- [My Approvals](#)
- [Can't Find a Service?](#)**
- [Submit a General IT Request](#)


3. You will not be on the General IT Request page.


IT Service > Other > General IT Request  Search catalog

Use this form for IT requests that do not fall into any other category.

For most general requests, OIT will fulfill the request within 3 business days. Based on the nature of the request, this could take longer.

Requestor Information

\* Requested By:   Contact Number:

Department:    Requested On Behalf Of (optional):  

\* Short Request Description

Description

4. In the *Short Request Description* field type “Change Email”.

\* Short Request Description

5. In the *Description* field, type “Please change my email name to reflect my lived/preferred name [enter Lived/Preferred Name] and my email to be [first initial of first name then last name@ucmerced.edu].

Description

6. Click on the submit button.