

USC values safe and inclusive teaching and learning environments. This plan has been developed to support ongoing professional development and collaborative working partnerships and provide a best practice guide to provide staff support personnel with guidance when developing a *Gender affirmation/transition plan*.

Each person’s gender affirmation/transition is unique. Supervisors should work with the staff member who is affirming their gender to develop a plan to support them and ensure the learning environment is appropriately informed. Not all aspects of this template may be needed. The plan should be developed to reflect the needs of the staff member and organisational unit.

**Purpose of plan:**

* Build awareness that wellbeing services are available to staff who are transitioning.
* Enhance responses by all staff to employ the appropriate pronouns.
* Build awareness in staff around how to encourage an inclusive, safe, learning environment.

Contact Human Resources to discuss any aspect of the plan, or if you have any questions.

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| Name: | Pronouns: |
| Staff ID: | Campus/location: |
| Date plan will commence: | Date plan will be completed: |

Updating name and gender in systems

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| **ACTION** | **WHEN** | **RESPONSIBLE PERSON/UNIT** | **TIMEFRAME/COMPLETION** | **WHAT AND HOW WILL THIS BE ACHIEVED**  |
| Update personal details in USC Staff including:* Preferred name
* Formal name
* Gender
* Title
 |  | * Human Resources
 |  | * Application via USC Personal Details Form for Staff.
* Official documentation required for formal name change.
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| Change of USC username, which will update the way your name appears on staff directory and other platforms. |  | * Information Technology Services
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| Change of preferred name in staff directory. |  | * Human Resources
 |  | * Application via USC Personal Details Form for Staff.
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| Change of email address. |  | * Information Technology Services
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| Updating personal information on the USC website, including internal and external facing pages. |  | * Supervisor
* Web author
* Marketing and External Engagement
 |  |  |
| Updating ID Card with name and image. |  | * Human Resources
* Safe USC
 |  | Application via USC Personal Details Form for Staff. |
| Updating your details in any other USC System. eg. Skype for business. |  | * Human Resources
* Information Technology Services
 |  | Application via USC Personal Details Form for Staff. |
| Updating nameplate at workstation or office door. |  | * Supervisor
* Facilities Management
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| Updating name and pronouns on business cards. |  | * Supervisor
* Facilities Management
* Mail and Print Services
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| Updating contact information on email distribution lists. |  | * Individual
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| Updating name on voicemail. |  | * Individual
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| Updating name on organisational charts. |  | * Human Resources
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| Updating insurance/superannuation details. |  | * Superannuation Fund
* Individual
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| Advising on the process needed to update names on qualifications and publications as appropriate. |  | * Human Resources
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| Removal of images from the USC image catalogue upon request of the individual. |  | * Marketing and External Engagement
 |  |  |
| Updating team promotional resources. |  | * Supervisor
 |  |  |
| Updating any other team phone lists, directories and other communications. |  | * Supervisor
* Individual
 |  |  |
| If you are also a student, update gender and name in student systems. |  | * Student Central
 |  | Application via USC Personal Details Form for Staff. |

Leave

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| **ACTION** | **WHEN** | **RESPONSIBLE PERSON/UNIT** | **TIMEFRAME/COMPLETION** | **WHAT AND HOW WILL THIS BE ACHIEVED**  |
| Consideration and application for leave in accordance with USC policies and guidelines. |  | * Supervisor
* Human Resources
 |  | Consult with your Supervisor and HR regarding application for a temporary variation to employment. |
| Develop a work plan to support extended leave. |  | * Supervisor
* Human Resources
 |  | Consult with your Supervisor and Human Resources. |
| Develop a return to work plan for any periods of extended leave. |  | * Supervisor
* Human Resources
 |  | Consult with your Supervisor and Human Resources. |

Communicating to the team

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| **ACTION** | **WHEN** | **RESPONSIBLE PERSON/UNIT** | **TIMEFRAME/COMPLETION** | **WHAT AND HOW WILL THIS BE ACHIEVED**  |
| How will the staff member’s gender affirmation be communicated with the team? Considerations may include:* Who in the team needs to know?
* Timing of communications throughout the process.
* Method of communication. eg. morning tea with the team when affirmation process concludes, or an email, or informal meeting.
* Education provided to the team. eg. attending USC LGBTIQ 101 training, other workshops.
* How concerns or issues will be managed.
* What will be included in the communications? eg. name, pronouns, timeline, use of facilities, educational resources, relevant policies and procedures, support services.
 |  | * Supervisor
* Individual
 |  | Communication plan can be developed with your Supervisor. |

Communicating more widely

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| **ACTION** | **WHEN** | **RESPONSIBLE PERSON/UNIT** | **TIMEFRAME/COMPLETION** | **WHAT AND HOW WILL THIS BE ACHIEVED**  |
| How will the staff member’s gender affirmation be communicated with other colleagues outside of the team? Considerations may include:* Who needs to know?
* How this information may be shared among staff, and how this might be prevented or encouraged.
* Timing of communications throughout the process.
* Method of communication. eg. morning tea with the team when affirmation process concludes, an email, or informal meeting.
* What will be included in the communications? eg. name, pronouns, timeline, use of facilities, educational resources, relevant policies and procedures, support services.
 |  | * Supervisor
* Individual
 |  | Communication plan can be developed with your Supervisor. |

Other considerations and resources

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| **ACTION** | **WHEN** | **RESPONSIBLE PERSON/UNIT** | **TIMEFRAME/COMPLETION** | **WHAT AND HOW WILL THIS BE ACHIEVED**  |
| USC policies and procedures:* Equity and Diversity Governing Policy
* Anti-Discrimination and Freedom from Bullying and Harassment (Staff) – Governing Policy
* Guidelines for the Resolution of Complaints (Staff)
* Staff Code of Conduct – Governing Policy
* Leave Guidelines
 |  | * Individual
* Supervisor
* Human Resources
 |  | Available via the USC website. |
| Access to the support services available, including internal and external services. These may include:* Employee Assistance Program
* Members of the Ally Network
* Human Resources
* Lifeline
* Q-Life
* Beyond Blue
* Brisbane Gender Clinic
* Centre for LGBTI Health Queensland
 |  |  |  | Available via Resources section of the Gender Affirmation Guidelines. |
| The frequency of conversations and meetings between student support personnel and staff member. |  | * Supervisor
* Individual
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| Identification of a point of contact for ongoing support and information for the student.  |  | * Supervisor
* Human Resources
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| Consideration of support plan for the staff member if they feel there are any issues in the workplace. |  | * Team manager
* Human Resources
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| Other support needed. |  | * Team manager
* Human Resources
* Individual
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Key support people

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| **GROUP / ORGANISATION** | **CONTACT DETAILS** |
| LGBTIQ+ Peer |  |
| USC Ally |  |
| Safe USC |  |