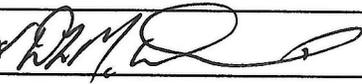




**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.73	
TO:	All City Employees
FROM:	Dana L. McDaniel, City Manager 
SUBJECT:	Transgender Use of Restroom/Locker Room/Shower Policy
DATE:	December 20, 2016

I. PURPOSE

The purpose of this Administrative Order is to establish guidelines for all City of Dublin employees as it pertains to the usage of City restrooms, locker rooms, and shower usage of transgender employees. This administrative order also establishes guidelines for the customer service expectations for employees who interact with transgender members of the public. Questions regarding this Administrative Order should be directed to the Division of Human Resources.

II. DEFINITIONS

Transgender - An individual who identifies with or expresses a gender identity that differs from the one which corresponds to the person's sex assigned at birth.

III. POLICY

The City of Dublin strives to provide and maintain a respectful, professional, businesslike work environment free from all forms of unlawful discrimination, therefore, it is the policy of the City of Dublin that employees, volunteers, residents or visitors should use the restroom facilities that correspond with their gender identify. For example, a person who identifies as a male should use the men's restroom, and a person who identifies as a female should use the women's restroom. All employees, volunteers, residents, or visitors should determine the most appropriate and comfortable options for themselves when it comes to use of restrooms.

Just as non-transgender individuals are entitled to use a restroom appropriate to their gender identity without having to provide documentation or respond to invasive requests, transgender individuals will be allowed to use a gender identity appropriate restroom without being harassed or questioned by City employees or guests.

It is also the City of Dublin's policy that transgender employees will be permitted to use the locker room/shower facilities that correspond with their gender identity. Since many employees utilize the Dublin Community Recreation Center (DCRC), please note that the DCRC has a separate policy with regard to their locker room facilities due to the family nature of the facility.

Employees are hereby advised that any form of harassment or discrimination, as stated in Administrative Orders 2.2 (Sexual Harassment Policy), 2.49 (Disrespectful or Malicious Conduct/Behavior in the Workplace) and 2.66 (Discrimination Policy), not be tolerated and will result in prompt discipline, up to and including dismissal.

IV. INTERACTION WITH THE PUBLIC

Customer Service Expectations

Employees who serve at a reception area within City buildings and employees who work in the community where restrooms are available for public use (i.e.: parks) will be expected to inform residents and visitors, if questioned or approached, that City policy permits restroom facilities usage that corresponds with the individual's gender identity. Should a member of the public request to use shower facilities within a City Building, employees will direct those individuals to the Dublin Community Recreation Center (DCRC).

Employees who work in the DCRC will be trained on how to follow the DCRC policy. Restroom, Locker Room, and Shower access issues need to be handled with respect and consideration. It is the City's obligation to provide all guests and visitors to the DCRC adequate facility access.

V. REPORTING/INVESTIGATORY PROCEDURE

A. Reporting Procedure

An employee who desires to file a complaint is encouraged to report utilize the applicable grievance procedure in his/her Collective Bargaining Agreement, directly to his/her Department/Division Head, or directly to the Director of Human Resources, the Human Resource Manager, or a Human Resources Business Partner. It will be the employee's right to choose the reporting option with which he/she is most comfortable. The employee's option to report an incident directly to the Division of Human Resources will not be blocked, restricted, or prohibited in any way by Department/Division Heads or other supervisory personnel within the employee's Department/Division. Efforts at the Departmental/Divisional level to, in any way, block, restrict, or prohibit the employee's choice to report an incident directly to Human Resources, will result in disciplinary action.

B. Investigatory Procedure

Upon receiving a complaint the Division of Human Resources will promptly document the findings from the complaint and will recommend the appropriate action to be taken. Until which time the investigation is completed and any recommendations in the written report are implemented, the identities of the directly involved parties will be kept as confidential as is reasonable under the circumstances. Following closure of the investigation, the investigation results will be disclosed directly to the affected parties.

VI. PROTECTION FROM RETALIATION

Employees who report incidents of harassment or disrespectful/malicious behavior to a Human Resources representative (i.e.: HR Business Partners) are protected from retaliatory conduct/behavior because they report such incidents. Retaliatory conduct/behavior on the part of Department/Division Heads, other supervisory personnel, co-workers or other employees is unlawful and will not be tolerated. Such retaliatory conduct/behavior may result in severe disciplinary action.