LGBTQ Resources [1]

Gender Identity / Transitioning Process

Frequently Asked Questions for CU Faculty & Staff

Transitioning can be a very private and stressful time. Therefore, this information was created to provide employees with information about campus policies, procedures and resources that are available to assist our transitioning employees.

What are CU's policies regarding hiring or working with current faculty and staff who identify as transgender?

Regent Law, Article 10 states,

> *The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The university takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees.*

Campus non-discrimination policies can be found in the links below.

- Boulder and System [2]
- Denver and Anschutz Medical Campus [3]
- Colorado Springs [4]

What should I do if I have been discriminated against or harassed?

If you feel you have been discriminated against or harassed because of your sex, gender identity, gender expression or transgender status, you can contact any of these offices:

- Boulder and System: Office of Discrimination and Harassment (ODH) at 303-492-2127

- Denver and Anschutz Medical Campus: Human Resources at 303-315-2700
- Colorado Springs: The Office of Discrimination and Harassment [5], 715-255-4324

What should I do if I am a new CU faculty or staff member and have questions about health benefits?

For information regarding health benefits, contact Employee Services. You can talk with a benefits counselor by calling 303-860-4200, or toll-free at 1-855-216-7740. Information regarding benefit plans can be found on the benefits section of the Employee Services website [6].

What should I do if I am a CU faculty or staff member and I would like general information about GLBTQ support at CU?

All campuses have access to the Colorado State Employee Assistance Program (C-SEAP) [7], which is a free, short-term, confidential counseling service.

- **Boulder and System**
  The Gay Lesbian Bisexual Transgender Queer (GLBTQ) Resource Center provides information dissemination and referral; educational, cultural and social programming; advocacy and voice for the gay, lesbian, bisexual, transgender, questioning, intersex, and allied (GLBTQIA) community at CU-Boulder. The GLBTQ Resource Center primarily serves GLBTQIA students at CU-Boulder, although the center can also provide support for faculty and staff. This office works closely with other campus departments, organizations and community groups to provide these programs and services.

  Additionally, the GLBTQ Resource Center has a ?Campus Transitioning Guide? for students, which may also provide some helpful information to transitioning faculty and staff.

  The Faculty and Staff Assistance Program (FSAP) is a free, confidential counseling/consulting/referral service designed to provide assistance to faculty and staff for personal or work-related concerns that may interfere with job performance.

- **Denver**
  Visit the website for the Gay, Lesbian, Bisexual, Transgender and Intersex Committee [8]

- **Anschutz Medical Campus**
  Visit the website for PRISM, the gathering point for the Denver and Anschutz campuses' LGBTQI community [9].

- **Colorado Springs**
  The LGBT Resource Center at the Multicultural Office for Student Access, Inclusiveness and Community (MOSAIC) The LGBT Resource Center @ MOSAIC exists as part of the University of Colorado Colorado Springs' on-going commitment to fostering a positive and inclusive atmosphere for everyone on campus. As part of the Multicultural Office for

Student Access, Inclusiveness, and Community (MOSAIC), the LGBT Resource Center is designed to provide resources and information to LGBT students, advocate for LGBT interests throughout campus, conduct outreach and education, and to ensure LGBT voices are represented among the campus at large.

Pride is a committee of the UCCS faculty assembly dedicated to the advancement of and advocacy for issues related to the lesbian, gay, bisexual, transgender, questioning, intersex, and ally (LGBTQIA) community.

What should I do if I am a current CU faculty or staff member and I am questioning my gender identity?

All campuses have access to the Colorado State Employee Assistance Program (C-SEAP) [7], which is a free, short-term, confidential counseling service.

- **Boulder and System**
  The Faculty and Staff Assistance Program (FSAP) is a free confidential counseling/consulting/referral service designed to provide assistance to faculty and staff for personal or work-related concerns that may interfere with job performance. FSAP provides the following services which could be helpful to you as you consider this important question: short-term counseling, group counseling, referral services, crisis intervention services, general consultation, supervisor consultation, work-life services, workshops, and trainings.

- **Denver and Anschutz Medical Campus**
  The Colorado State Employee Assistance Program, C-SEAP, is available to all faculty and staff. C-SEAP provides free, short-term confidential counseling services and referrals.
- **Colorado Springs**
  The Colorado State Employee Assistance Program, C-SEAP, is available to all faculty and staff. C-SEAP provides free, short-term confidential counseling services and referrals.

How do I change my name at CU?

Your name will need to be changed in the PeopleSoft Human Resources Management System (HRMS). To do this, you will need to fill out the official Name Change Procedure and Form and provide a copy this and your Social Security Card with your new legally changed name to your department HR liaison. Once the name is changed in HRMS, it may take a few days for the system to register this new information.

How do I change my campus ID cards to reflect my new name?

- **Boulder and System**
  You must bring your card to the Buff OneCard office located in the Center for

Community (C4C) N 180. Staff members will reprint your Buff OneCard with your new name for $5. You will need to show a driver's license with your new name or if your name has already been changed in the Human Resources Management System (HRMS) (see above), that is sufficient. For questions, contact the Buff OneCard office at 303-492-0355.

- **Denver**
  Visit the Commuter Resource Center website [10].
- **Anschutz Medical Campus**
  See the Badging and Security Services Office website [11].
- **Colorado Springs**
  Once your name has been changed in the Human Resource Management System (HRMS) you may bring your old Lion One Card to the Information Desk in the University Center and they will issue you a new card. For additional Information contact the University Center main number at 719-255-3450.

How do I change my gender marker at CU?

CU currently provides certain health care coverage benefits for CU transgender employees and/or their transgender dependents, or dependents with gender dysphoria.

Because changing the gender marker in the CU system can impact these benefits it is important that an employee?s gender marker ONLY be changed by an Employee Services benefits professional. Currently, there is no official form to fill out to change your gender marker. However, you must provide a revised birth certificate for eligibility purposes.

Does my health care insurance cover my medical transition, such as supplements, hormones or surgery?

To find out specific health care insurance plan information, go to the Employee Services benefits website or contact your provider directly.

Contact information for your provider can be found through the Employee Services carrier contact list.

How do I change my email address/caller ID/directory information?

Email Address
Once your name has been officially changed in the HRMS, you can contact your campus IT office to change your email address.

- Boulder: Office of Information Technology (OIT) at 303-735-HELP
- System: University Information Systems (UIS) at 303-860-HELP
- Denver and Anschutz Medical Campus [12]
- Colorado Springs: Office of Information Technology at 719-255-3536

?**Caller ID**

- Boulder: To change your name as it appears when you dial out from your office telephone, contact your IT/Telecom liaison for your department. The IT/Telecom liaison can make this change for you online.
- System: University Information Systems (UIS) at 303-860-HELP
- Denver and Anschutz Medical Campus: Contact Department Administrator
- Colorado Springs: To change your name as it appears when you dial out from your campus telephone contact the IT Telecommunications Office at 719-255-3216.

Directory Information
The CU People Search Directory will automatically update your new name a few days after your name changes your name in the Human Resources Management System.

Where can I find out which buildings have gender neutral restrooms?

- Boulder: The GLBTQ Resource Center has a list of accessible Unisex and gender neutral restrooms on its homepage [13].
- System: Individual restrooms are located on the first floor at the Grant Street office.
- Denver and Anschutz [14] Medical Campus [14]
- Colorado Springs: MOSAIC provides a link to a list of gender neutral restrooms.

Where are there other campus resources?

There are several offices that can assist you, your supervisor(s), and your coworkers regarding your transition. Each situation is unique and the employee should feel comfortable working with whatever resource they prefer.

- Boulder and System
  The Office of Labor Relations [15], 303-492-0956
  The Faculty and Staff Assistance Program [16], 303-492-3020
  The Office of Faculty Affairs [17], 303-492-5491
  The [13]GLBTQ [13] Resource Center [13], 303-492-1377

- Denver and Anschutz Medical Campus
  Human Resources [18], 303-315-2700
  Office of Diversity and Inclusion [19]

- Colorado Springs
  The UCCS Ombuds Office [20], 719-255-3304
  Colorado State Employee Assistance Program, C-SEAP, 800-821-8154

Attachments:
Video:
Images:
Groups audience:
Employee Services

Source URL: http://www.cu.edu/employee-services/lgbtq-resources

Links:
[1] http://www.cu.edu/employee-services/lgbtq-resources
[2] http://www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures
[3] http://www.ucdenver.edu/about/departments/HR/HRPolicesGuidlines/Documents/Nondiscrimination.pdf
[4] http://www.uccs.edu/Documents/vcaf/policies/300-017%20Discrim-Harass2012.pdf
[5] http://www.uccs.edu/odh/discrimination.html
[6] http://www.cu.edu/employee-services/benefits
[7] https://www.colorado.gov/c-seap
[8] http://www.ucdenver.edu/faculty_staff/faculty/assembly/downtown/committees/diversity/Pages/Gay-Lesbian-Bisexual-and-Transgender.aspx
[9] https://ucdprism.wordpress.com/
[10] http://www.ahec.edu/student-services/commuter-resource-center/#campusid
[11] http://www.ucdenver.edu/about/departments/UniversityPolice/BadgingSecurityServices/SecurityBadgingOffice/Pages
[12] http://www.ucdenver.edu/about/departments/ITS/EnterpriseComputing/Pages/EmailMailboxRequest.aspx
[13] http://www.colorado.edu/glbtqrc/
[14] http://www.ucdenver.edu/faculty_staff/faculty/assembly/downtown/committees/diversity/Documents/Unisex_bathroom
[15] http://hr.colorado.edu/lr
[16] http://hr.colorado.edu/fsap
[17] https://facultyaffairs.colorado.edu/
[18] http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx
[19] http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Provost/executiveteam/DiversityInclusion/Pa
[20] http://www.uccs.edu/~ombuds/