# MANDATORY COMPLETIONS DASHBOARD

## We're at 18%!

To ensure excellent service and compliance, The City of El Paso is focusing on achieving a 90% completion rate for all mandatory trainings across all departments.

Currently, 1,147 employees have completed ALL Mandatory Trainings!

Congratulations to the City Clerks Office!
They have reached 100% Compliance on all Mandatory Trainings!

*Click here to go to the Mandatory Completions Dashboard.*
*The dashboard can be found in EP Leaners in the "Dashboards" tab.*

*Harassment Prevention is offered via Teams.*
*e-Learning courses can be completed at anytime and at your own pace!*
*The links to each mandatory course page are provided below.*

- ☞ *ADA Sensitivity*
- ☞ *Ethics*
- ☞ *Violence in the Workplace*
- ☞ *Social Media Policy*
- ☞ *Harassment Prevention*
- ☞ *Understanding Gender Identity & Workplace Inclusion*
- ☞ *Drug Free Workplace Policy Awareness*
- ☞ *FY25 Security Awareness Training*

Log a ticket if you complete a course and the certificate does not update.

The City of El Paso has adopted a **Gender Identity and Workplace Inclusion policy** to ensure a **safe** and **inclusive environment** for all employees, with full respect for their **gender identity** and expression. This policy ***strictly prohibits discrimination or harassment based on gender identity***, emphasizes the importance of privacy, and promotes equal access to workplace resources and opportunities for all employees. It also aims to support a culture of understanding and respect, where each individual's unique identity is recognized and valued.

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Before we dive into the details of the policy and what it covers, let's start with a quick video called **_"My Workplace is Fine, Why Change It?"_** to explore **one** of the reasons why fostering an inclusive environment matters.

**Please note that at the end of the video, you may see video suggestions. These suggestions are not part of the content for this course, and you do not need to click on them. Simply ignore the suggested videos and return to the course.**

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the City of El Paso but it does touch on why an organization should embrace diversity, equity, inclusion and accessibility from a business perspective.

Here are key reasons an organization should support diversity, equity, inclusion and accessibility (DEIA) in the workplace:

- **Innovation and Creativity**: Diverse teams bring fresh perspectives, driving innovation and creative solutions.

- **Problem Solving**: Different experiences lead to stronger solutions and better decision-making.

- **Engagement and Retention**: Inclusive workplaces have higher morale, reducing turnover and boosting productivity.

- **Reputation and Talent Attraction**: Organizations with strong DEI practices attract top talent and gain a positive public image.

- **Financial Performance**: Studies show that diverse teams

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**Sex:** This is the label given to someone at birth, usually as either male or female, based on their physical body and biological traits.

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**Gender:** This refers to the behaviors, cultural roles, and traits that society typically associa' ` with being male or female.

Examples:

- **Behavior**: Society often expects men to be assertive and women to be nurturing. These are examples of gendered behaviors.

- **Cultural Roles**: In many cultures, men are traditionally seen as providers or protectors, while women are expected to care for the household and children.

- **Traits**: Society may view traits

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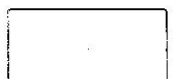
**Gender identity:** a deeply-felt sense of being male, female, or an alternative gend⁻ This may not match with the s⌐ ⌐ssigned at birth or how they look. **It is an internal experience and may not be visible to others.**

When someone has "affirmed" their gender identity, it means they've shared it with others or taken steps to transition socially or medically.

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**Gender Expression:** This is how a person shows their gender to others through things li' ¬lothes, hairstyles, or bel. .or. Their expression might not always match their gender identity.

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**Transgender:** This is a **general umbrella term** for people whose **gender identity** expression is **_different_** from the sex **they were assigned at birth**.

For example, someone who was labeled female at birth may identify and live as a male, or vice versa. Some transgender people may choose to change their appearance, name, or pronouns to reflect their true gender, while others might not. Not everyone

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**Gender Non-Conforming:** This describes people whose gender traits or behavior don't fit into traditional ideas what's considered male or female.

These expectations can vary across cultures and change over time. For example, a male wearing nail polish, makeup, earrings or choosing to have long hair. Other examples could be a women not wearing makeup, having very short

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# Summary

It is incredibly important to understand that

## **these definitions are not intended to label individuals**

but rather to help everyone understand the terms used in the Gender Identity and Workplace Inclusion policy. While the definitions provide clarity, **_we do not want to focus on labeling people_**. Instead, the goal is to foster **respect** and **understanding**, recognizing that everyone's experience is **unique**, and people should be treated as individuals, not just by

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# Introduction to Workplace Inclusion

This section introduces the importance of creating an inclusive work environment for all employees, especially those who identify as transgender or gender non-conforming.

## Workplace Inclusion

**Inclusion** ensures everyone feels **welcome** and **respected** at work. When people feel **valued**, they collaborate better and enjoy their jobs more. An inclusive environment promotes **teamwork** and **productivity**, fostering a positive **workplace culture** where everyone can thrive.

## Why Gender Identity Matters

**Recognizing** and **respecting** that individuals may identify differently from the **gender assigned** to them at birth is crucial for preventing **discr**ᶦ ↑ **at**ˊ ↓ This understanding fosters a **positive** and **inclus..e wo..place** where every

**Inclusion** ensures everyone feels **welcome** and **respected** at work. When people feel **valued**, they collaborate better and enjoy their jobs more. An inclusive environment promotes **teamwork** and **productivity**, fostering a positive **workplace culture** where everyone can thrive.

## Why Gender Identity Matters

**Recognizing** and **respecting** that individuals may identify differently from the **gender assigned** to them at birth is crucial for preventing **discrimination**. This understanding fosters a **positive** and **inclusive workplace** where every employee feels **valued** and **supported**.

## Policy Overview

Our **Gender Identity** and **Workplace Inclusion Policy** promotes **fair treatment** for all employees, protecting against **discrimination** and **harassment**. It supports everyone, regardless of **gender identity** or **expression**. This policy is essential to our commitment to **diversity** and **inclusion**, ensuring a **safe** and **supportive workplace** for

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The video below called ***Pronouns 101*** introduces the most common pronouns we may encounter in the workplace. For many of us, the topic of pronouns may feel new or even a bit confusing.

**It's important to note that while using pronouns is encouraged to help everyone feel included, <u>this isn't a requirement.</u>**

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The video touches on the practice of asking about pronouns **if appropriate**. This helps in building awareness and approaching the topic in a way that feels comfortable and respectful.

It's best to **<u>avoid</u> saying 'preferred pronouns'** as it may imply that using the correct pronouns is optional.

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## **The goal here is to build awareness, so we can each approach this topic in a way that feels comfortable and respectful.**

Understanding and using pronouns correctly can contribute to a more inclusive workplace environment.

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# Pronouns Explained

**Pronouns** are more than just words—they reflect how we see and respect each other. When we use someone's correct **pronouns**, we're acknowledging their **identity** and making them feel **valued** and **seen**. For many people, it's a small gesture that has a big impact on their sense of **belonging** and **comfort** at work. Just as you'd appreciate someone using your correct **name**, using correct pronouns shows **respect**.

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# Using Pronouns

'She/her' and 'he/him' are commonly used pronouns for people whose gender identity **matches** the sex they were assigned at birth. Examples:

- If you see Laura, please let **her** know that the report is ready.

- Mari said **she** would join us for the meeting later today.

- Andrew mentioned that this task is important to **him**.

- Carlos offered to help because **he** has experience with similar projects.

We naturally use 'they/them' to refer to someone when we **don't know their gender**—like saying:

- Someone left their phone behind; I hope **they** come back for it.

- A customer requested a refund, but **they** didn't leave their contact information

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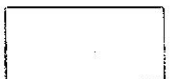
The scenario below shows how small decisions, which we often think don't matter much, can actually have a big impact.

### Respecting Gender Identity in the Workplace

You have been asked to have a new employee shadow you. The new employee, Alex, recently shared that they identify as non-binary and **have asked to be referred to using they/them pronouns**.

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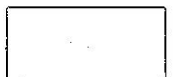
Which of the following actions contribute to an inclusive workplace environment? (Choose all that apply)

Using preferred names and pronouns

Ignoring an employee's gender identity

Respecting employees' privacy regarding their gender identity

Promoting a culture of dignity and respect for everyone

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# Policy Highlights

## Gender Discrimination

The City prohibits any
discrimination based on an
employee's actual or perceived
gender identity.

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# Policy Highlights

## Respecting Pronouns

It is essential to address individuals by the **pronouns that correspond to their gender identity** to foster an inclusive environment.

>Name-calling or refusal to use an employee's chosen name or pronouns will not be tolerated.

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# Policy Highlights

## Addressing Name Changes

Employees should be addressed by their **chosen name** without requiring a court-ordered name change, respecting their gender identity.

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# Policy Highlights

## Privacy and Disclosure

Employees have the right to talk about their gender identity openly **OR** to keep their **gender identity private** and decide when, with whom, and how much to share.

>No one should share gender identity information to others without the employees consent.

# Support During Transition

- **Management and HR Support**: Employees transitioning on the job will receive guidance and support from both management and Human Resources.

- **Supervisor Role**: Supervisors will work closely with transitioning employees to develop a personalized transition plan, with HR's assistance.

- **Transition Plan Details**: Plans should address sensitive topics like restroom access, effective transition dates, notifications to others, and any other workplace needs ensuring a respectful and

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# Policy Highlights

## Restroom and Locker Room Access

As long as perm. by State and/or Federal laws, employees have the right to use restrooms and locker rooms that align with their gender identity.

**Privacy Options**: Employees seeking more privacy can use a single-stall restroom or an alternative changing area, *if available*, but no one is required to use it.

**Safety Consideration**: Transgender employees can

# Policy Highlights

## Dress code

The City does not have rules about how employees    uld dress or look based on gender. Transgender and gender non-conforming employees can follow the City's dress codes in a way that matches their gender identity or gender expression.
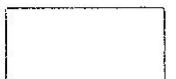
# Policy Highlights

## Summary

Understanding and respecting gender identity is cru    or fostering an inclusive workplace. Every employee deserves to be addressed by their chosen name and pronouns, ensuring a respectful and supportive environment. Privacy and dignity are fundamental rights that must be upheld for all.

START AGAIN

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# Details regarding name changes

The City will update any records that can be changed without needing a legal name change to reflect the employee's **new name**.

This includes, if allowed by law:

- **Email account names** and **signatures**

- **Address, phone**, and **email directories**

- **City ID cards** or **badges**, unless a legal name change is required by law

- **Security access badges**, unless a legal name change is required by law

- **Business cards** and **letterhead**

- **City website pages** that mention the employee who is transitioning

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# Details regarding name changes

The City will update an employee's official records to reflect a change in **name** or **gender** upon request and submission of necessary **legal documents**.

For **payroll**, **insurance**, **retirement accounts**, and other official documents, the employee may require proof of the **legal change**, along with updated documents such as their **driver's license** and **social security card** and other documents relevant to their job.

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# Details regarding name changes

**NAME CHANGE**　　　　　**OFFICIAL EMPLOYMENT RECORDS**　　　　　**ACTIVE DIRECTORY ACCOUNT CREATION/CHANGE**

The City will update an employee's **network account** to show their **preferred name** without needing **legal documents**. (If the employee later provides the necessary legal documents, the name will then match their **official employment records**.)

The network account change will update the employee's name across all **Office 365 accounts**.

**HR staff** will send a formal request to the **Department of Information Technology Services** to update the employee's account with their preferred name.

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# LGBTQ+ Concerns and Religious Beliefs

The video below serves to **address** common concerns some employees may have regarding **LGBTQ+** inclusion in the workplace and how these issues relate to their personal **faith**. Our goal is to foster **understanding**, promote **respect**, and highlight the importance of creating an **inclusive environment** for everyone, regardless of their beliefs. We invite you to engage with the content openly and thoughtfully as we explore these **crucial topics** together.

**Please note that at the end of the video, you may see video suggestions. These suggestions are not part of the content for this course, and you do not need to click on them. Simply ignore the suggested videos and return to the course.**

"DEI is Against My Religious Beliefs."

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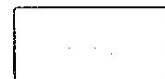
## The goal is to create a better workplace for ALL...

We know that **Gender Identity** and **Workplace Inclusion** can feel like a sensitive topic, and it's natural to have mixed feelings about it. Some of us may feel that we're being asked to change or that these ideas don't apply to our own experience. Whether you're fully on board or still have reservations, the **perspectives** shared above might offer a fresh way of looking at things and help us understand how small actions can make a big difference for our colleagues.

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