



## ALL DISTRICT MEMO

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**TO:** All District Employees

**FROM:** Jeff Serpico, Director of Human Resources

**DATE:** October 15, 2020




**SUBJECT:** Use of Gender Pronouns on email signature block

Good afternoon District Team Members,

The District is committed to treating all employees with respect and dignity and being sensitive to the needs of our diverse workforce. Moving forward, employees may consider including their gender pronouns in their email signature block.

### Example:


 Jeffrey P Serpico  
 Pronouns – He/Him/His  
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It is important to use the correct pronouns when referring to someone because it honors their gender identity and is a sign of mutual respect. When someone is referred to with the wrong pronoun, it can make them feel disrespected, invalidated, dismissed, or alienated (or, often, all of the above).

- **Examples of Gender Pronouns:**

- she/her/hers (feminine pronouns)
- he/him/his (masculine pronouns)
- they/them/theirs (neutral pronouns)
- Just my name please

- **Some examples of Gender Pronouns in use:**

- *She, Her, Hers*  
 If Chris's gender pronouns are *she, her, and hers*, you could say, "Chris ate *her* food because *she* was hungry."

- *He, Him, His*  
If Chris's gender pronouns are *he, him, and his*, you could say, "Chris ate *his* food because *he* was hungry."
- *They, them, their* (Chris ate their food because *they* were hungry.)  
This is a pretty common gender neutral pronoun...And yes, it can in fact be used in the singular. You can use this pronoun as a neutral identifier if you are unsure what pronoun someone uses.
- Just my name please! (Chris ate Chris's food because Chris was hungry.) Some people do not use pronouns at all, and prefer the use of their name.

- **What do I do if I call someone by the wrong pronoun?**

People make mistakes and it can be a bit difficult to adjust to using someone's correct gender pronouns. If you accidentally misgender someone (calling them by the wrong gender pronouns/gender) just apologize and continue the conversation using the correct pronoun.

You can also use the person's name or you can ask them for their gender pronouns if you are unsure.

\*If you would like more information on this subject, please contact Human Resources at extension 6162.

\*If you wish to revise your email signature block, please submit a Change Request to the Information Technology Department at <http://sharepoint.lvcclid.int/IT/ElectronicForms/SitePages/Home.aspx>.