



## **POLICY: #2-83 Employee Name Changes, Use of Preferred Names & Personal Pronouns**

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Responsible Party: Vice President, People & Culture

At WSU Tech we strive to become a welcoming and inclusive campus that recognizes and values the diversity of its employees and students. We recognize that employees may identify themselves by and use names or gender designations within the campus community that are different than their legal names or assigned gender at birth (ASAB). Employees may desire to include this identification information on documents and systems. WSU Tech has therefore established the following guidelines that allow employees to indicate their preferred name and pronouns to the college community even if they have not changed their legal name(s).

### **Policy Statement**

WSU Tech allows employees to use first names other than their legal first name to identify themselves, regardless of whether they have legally changed their name. Preferred first names may be included on the following:

- Name plaques, tags
- Employee Lists, reports
- Awards, certificates
- Other databases and systems when institutional and technical capabilities permit.

The college is required to record an employees' legal name and gender on formal/legal records to include, but is not limited to:

- Background screening
- Employment documents
- Paychecks
- Tax documents
- Transcripts
- Immigration Documents
- Insurance & benefit enrollments

An employee seeking to adopt a preferred name that is different from their legal name or wanting to submit their gender identity and/or personal pronouns may do so through the WSU Tech ETrieve system, using the "HR Personal Information Change" form. Personal pronouns, if selected, will be shown on employee email addresses and Microsoft Teams contact information. No one may use a

preferred first name for misrepresentation or for illegal purposes. WSU Tech reserves the right to reject preferred name requests that are offensive, obscene or that use derogatory language.

In the event of an official legal name change, employees may process official legal name changes or corrections through the office of People & Culture. A change of legal name requires an official document or court order verifying the correct information at the time the request is made.

### **Definitions**

Legal Name: A name that appears on one's driver's license, passport, social security card, birth certificate, and immigration documents.

Preferred Name: A first/middle name that an employee wishes to be known by in the college community that may be different from their s legal name. Legal last name will still be used.