



Kutztown University Policy A&F-033

Employee Preferred Name

A. Purpose

Kutztown University recognizes that employees may wish to use a name other than their given first name as recorded on official documents and records. When formally requested by an employee, the University may use a preferred first/given name in University documents and processes except where the use of the official legal name is required by University business or legal obligation, or where limited by software or IT systems.

While anyone is welcome to use a preferred first name, this option has been developed to respond in a more formal way to the needs of some employees who prefer the use of a name other than their legal first name and those in the processes of legally changing their name but wish the name to be reflected in a timelier manner.

B. Scope

This policy applies to all duly recognized employees of Kutztown University.

C. Key words and phrases:

Given Name: Also commonly known as first name or legal first name, the University acknowledges that the given name is what is recorded as the official name.

Family/Last Name: The name officially recorded in University systems and documents. This name can only be changed by submission of appropriate legal documentation that authorizes such a change.

Preferred Name: The first and/or middle name by which the employee prefers to be known on campus.

Legal Name: The name of the employee that is generated from the employment application, which is shown on the Social Security card and is the official name of record.

D. Policy & Procedure(s)

Employees may request a preferred name by contacting the Human Resources department. The employee is free to determine the preferred name by which the employee wants to be known within University systems and processes.

The use of a preferred name is used solely for Kutztown University internal systems and does not change the legal name within Kutztown University or PASSHE. Official records, such as but not limited to, transcripts, degree audits, financial records, W-2 forms, employee payroll, enrollment data, financial aid documents, or mailings, will show the legal name of the employee.

Preferred first names will be used in the following systems and records:

- Employee Identification Cards (ID cannot be used as official identification off campus)
 - Fee for new card still applies
- Official Employee Email and Display Name
 - The I.T. Office will contact you to make the change – process may take up to 14 days
- Class and Grade Rosters
- Housing Rosters
- D2L
- ENGAGE
- Most Employee Center Navigation Panes in MyKU
- Other Venues, as appropriate
- Newspaper articles, University social media, and other publicity formats will also use the preferred name, unless otherwise requested to the University Relations office.

Legal names will continue to be used for official University records including, but not limited to the following:

- Legal documents and reports produced by the University
- Employee Account statement (bills)
- Employment documents
- Employment verifications
- Paychecks, W2s, and other payroll documents
- Benefits enrollment
- Any PASSHE-related databases or related information

Preferred names may consist of a first and/or middle name and are limited to alphabetical characters, a hyphen, and/or a space. An employee is permitted to make one preferred name request during the employee's career at Kutztown University. Employees are not permitted to designate a preferred family/last name. Extenuating circumstances that require an additional change will be reviewed by the Director of Human Resources.

Kutztown University Director of Human Resources reserves the right to deny preferred name requests that are deemed inappropriate including but not limited to avoiding a legal obligation, fraud, offensive language, or misrepresentation.

Employees requesting a preferred name must contact the Human Resources department and complete a Preferred Name Request Form. Only preferred name changes completed through the Human Resources department will be considered official and be reflected within University systems. Upon receipt, the Human Resources department will determine the validity of the request. Upon approval, the preferred name will be established and recorded in applicable University systems. The employee will receive notice within ten (10) days on the determination of the request. Any appeals for denial may be addressed to the Vice President of Equity & Compliance.

E. Effective Date

January 22, 2024

F. Approved By

Endorsed by Administrative Council – December 7, 2023

Approved by President – January 22, 2024