



Policy Name:	Policy on Employee Name Changes		
Associated Form(s):	Name Change Request Form	Policy Number:	2021-1
Reviewed:	Non-Academic Policy Review Committee	Approved:	February 9, 2021
Approval Authority:	President <i>Timothy L. Hall</i>	Adopted:	February 17, 2021
Responsible Executive(s):	Chief Financial Officer		
Responsible Office(s):	The Office of Human Resources	Contact(s):	Director of Human Resources

I. Policy Statement

Mercy College recognizes that certain circumstances may make it necessary for Mercy employees to request a name change for employee records. Official employee records, such as W-2 forms, records concerning payroll and healthcare and retirement benefits, and employment verification letters may be changed following a court-ordered or other legal name change. Unofficial employee records, such as employee identification cards, College email addresses, directory information and faculty names as they appear in Blackboard or on class rosters, may be changed to reflect a Preferred Name.

II. Name Changes to Official Employee Records

A. Court Ordered and other Legal Name Changes.

Where names have been changed by court order, all records and official statements by the College with respect to employees shall incorporate only the official name as changed by said court order, unless otherwise specifically requested in writing.

Such a court order or legal name change may arise in a number of different contexts, including a legal marriage, official divorce decree, a name change proceeding, an adoption proceeding, becoming a U.S. citizen, a witness protection program, or gender reassignment. (Employees are free to change their gender on all prior, present, and future College records at their discretion.) In all such cases, an employee is entitled to change their records to reflect the new or resumed name in accordance with the court order. Mercy College employees on a visa requesting a legal name change must provide a current passport bearing the exact same legal name as the new legal name in order for the College to change their employee records.

B. Process for Seeking Name Changes

To obtain the change, an employee must complete the Legal Name Change Request Form and, if relevant, show an original or certified copy of the court order and submit them to the Office of Human Resources. Note that all legal name changes must be made by the employee requesting the change. No second-party notification of a legal name change will be accepted. Thereafter, only their new name should be reflected on all official employee records issued by the College unless the employee requests in writing that their employee records include a reference to their former name (e.g., John Doe, formerly known as John Roe).

For recordkeeping purposes, the employee's Legal Name Change Request Form and court order (where relevant) should be kept in the employee's file, along with the date of the name change and the employee's former name. For court-ordered changes, the College must strictly comply with the terms of the court order. For example, a court-ordered name change made as a result of an adoption proceeding, gender reassignment, or as part of a witness protection program may

require that the previous name be sealed from the public. If there is any question about the validity or scope of a court order, please contact The Office of the General Counsel.

III. Name Changes to Unofficial Employee Records: Preferred Name

Mercy College recognizes the importance that a change of name might have to employees of the College. A **Preferred Name** is not a legal name but is generally used to change how others refer to the employee. For example, employee Jonathan Doe may prefer the name John Doe or employee Mary Jane Doe may want to be referred to as Jane Doe. Note that preferred names are not limited to variations of an employee's legal name; for example, employee Jennifer may request the preferred name David due to a change in gender identity and be unable to present the documents necessary to secure a court-ordered name change. Employees may use a Preferred Name on all documents and records other than official documents. Documents and records that may display a preferred name may include, among other things, course rosters, employee identification cards, employee's College e-mail address, and honors and awards issued by the College. A Preferred Name cannot be reflected on an employee's W-2 forms or records concerning payroll or healthcare and retirement benefits, or employment verification letters.

Employees may complete the Preferred Name Request Form and return to the Office of Human Resources to effect this change. The Office of Human Resources reserves the right to reject Preferred Names that are not deemed appropriate. For example, Preferred Names cannot be offensive (e.g. vulgar, threatening or discriminatory).



Name Change Request Form

Please review the Policy on Employee Name Changes.

All requests for a legal name change must be accompanied by court ordered name change documentation. This can consist of the following: a court order, a legal marriage certificate, official divorce decree, a name change proceeding, an adoption proceeding, becoming a U.S. citizen, a witness protection program, or legal gender reassignment.

Mercy College employees on a visa requesting a legal name change must provide a current passport bearing the exact same legal name as the new legal name in order for the College to change their employee record.

Note that all legal name changes must be made by the employee requesting the change. No second-party notification of a legal name change will be accepted

Preferred name requests do not need to be accompanied by a court order.

First Name*

Middle Name/Initial

Last Name*

CWID*

Email*

Phone*

Student Type*

Prospective Student Current Student Alumni or Former Student

Document Upload* No File Chosen

Requested New Legal or Preferred Name

First Name*

Middle Name/Initial

Last Name*

Signature*

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Use your mouse or finger to draw your signature above