

ADMINISTRATIVE PROCEDURE MANUAL		
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EMPLOYEE PREFERRED FIRST NAME	02-1923	1 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE ADOPTED	
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## Purpose

The purpose of this procedure is to outline the process for the College's use of legal name and preferred first name for employees. Florida State College at Jacksonville (FSCJ) is committed to fostering an inclusive environment supportive of employees' forms of self-identification.


## Procedure

### Legal Name

- A. Prospective employees are required to provide their legal names on their application for employment, which is verified through validation of the social security card and another form of identification as required on the Federal Form I-9.
- B. A change of legal name requires an official document or court order verifying the correct information at the time the request is made. If a legal name change has occurred, employees may complete a [Request for Change of Name](#) form, and include official supporting documentation.
- C. Legal name will be used, but not limited to, as follows:
  1. Reporting to state and federal agencies
  2. Financial documents and processes
  3. Direct deposit information
  4. Degree verification processes
  5. Transfer of leave to/from external sources
  6. Medical and retirement documents
  7. Visa/immigration documents
  8. Reverse side of the Employee ID Card
  9. Other records where the legal name is required by law or College policy

### Preferred First Name

- A. Current employees may add a preferred first name by sending a request to [HRInfoMgt@fscj.edu](mailto:HRInfoMgt@fscj.edu). The preferred first name will appear alongside the employee's legal name, which will remain on file. A preferred first name is not a legal name change.

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- B. Preferred first names will not appear on any legally issued documents generated by the College.
- C. Arbitrary, repeated and inappropriate use of the preferred first name including, but not limited to, misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request and/or rescinding the use of the preferred first name.
- D. FSCJ, as determined by the Chief Human Resource Officer, or designee, reserves the right to refuse a preferred first name. Instances that may result in this prohibition include the use of profane words and/or names that may be used for fraudulent purposes.
- E. In requesting use of a preferred first name, an employee does not need to identify the reason for the name change. Employees that need assistance with this process may contact [HRInfoMgt@fscj.edu](mailto:HRInfoMgt@fscj.edu).
- F. Preferred first names will be displayed in the following, but is not limited to:
1. IDMS name badge system
  2. Canvas
  3. Microsoft Active Directory
  4. “Friendly Name” employee email address
  5. Company Directory in PeopleSoft
- G. When faculty and staff are interacting with and aware of an employee using a preferred first name, they should make every effort to note and use the preferred first name.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: July 14, 2021