

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Office of Human Resources
Subject:	Employee Chosen Name and Selection of Gender Identity and Preferred Pronouns
Date Issued:	September 29, 2021
Updated and Reviewed By:	Finance & Administration Team – September 15, 2021
Approved By:	Senior Leadership Council – October 27, 2021

I. Policy

Luther College recognizes that as a community, many of its members use names other than their legal names to identify themselves. This policy is designed to ensure that all employees of the College community feel included. As long as the use of a chosen name is not for the purposes of misrepresentation or avoiding legal obligation, an employee may use the Employee Chosen Name Application to identify themselves within the college community with a chosen first, middle, and/or last name also known as the Luther College Chosen Name. An employee may also select, if they wish, their gender identity and a preferred pronoun

II. Scope

The Luther College Chosen Name will appear instead of the Legal Name in College systems and documents where it is both technically and legally possible. *The Luther College Chosen Name is public and should not be considered a private name for use at the College only.*

III. Terms and Definitions

- Legal Name – In order to change the name on official employment records, an employee must legally change their name with the Social Security Administration
- Luther College Chosen Name – An employee may choose to identify themselves within the College community with a chosen first, middle, and/or last name that will appear in College systems and documents where technically possible and legally allowable

IV. Procedures and Guidelines

A. Legal Names

- A Legal Name change is recognized by submitting a social security card with the new name. Although your name will be changed on all documents, your prior name will continue to be listed as a previous identity in the college's database in order to ensure that any searches of your former name will access the correct files.

B. Luther Chosen Name

- The Employee Chosen Name Application should be completed and submitted to the Office of Human Resources (HR).
 - o The application is on the [HR website](#)
 - o HR staff will edit Colleague to reflect the chosen name.

- o HR staff will forward information to Information Technology Services (ITS). ITS will review the information and forward to the appropriate individuals to trigger updates in various systems.
- List of instances in which Legal Name **must** be used:
 - o Payroll documents (including time entry system, payment vouchers, and tax information)
 - o Reporting to state and federal agencies
 - o NorseHub.luther.edu (payroll and financial documents)
 - o Other records where the employee's Legal Name is required by law or College policy
- The college will make every attempt to use the Luther College Chosen Name in instances including but not limited to:
 - o Online public Campus Directory
 - o NorseHub.luther.edu (exceptions for payroll and financial documents as noted above).

C. Email

- Additional action is required to set up an alias email address. Users should email helpdesk@luther.edu to request an email alias. Your Norse Key username will not change.
- Please note that names listed in individual email contacts cannot be changed systematically. You will need to notify the persons who have your original contact name to update their contact record with your Luther College Chosen Name and email alias.

D. Luther College ID cards

- The College understands that it may be important to you for the college identification card to reflect your Luther College Chosen Name. You can obtain a new ID card with your new name if you have registered your Legal Name change or Luther College Chosen Name with HR. ID cards are produced in the Dining Services Office in the Dahl Centennial Union, room 8.
 - o Important note: A new ID card with a Luther College Chosen Name may not be used as a legal form of identification.

E. Pronouns and Gender Identity

- In addition to the Luther College Chosen Name, employees may select a pronoun and/or gender identity from the following lists:
 - o Preferred Pronouns: He/Him/His, She/Her/Hers, They/Them/Theirs, Ze/Hir/Hirs, My Name
 - o Gender Identity: Male, Female, Transgender Male Identified, Transgender Female Identified, Non-Binary, Gender Fluid

V. Confidentiality and Record

A Luther College Chosen Name is in the public domain and should not be considered a private name for use only at the College.