

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
CHANGE OF NAME	POLICY #: OPR D 36.0	APPROVED: JUNE 21, 2016 REVIEWED:

Parkland College is committed to the integrity of its employment records. This policy outlines the conditions in which a Parkland College employee provides evidence of a change of legal name for the College's records.

Guidelines:

Legal Name

- Employees are required to supply their full legal name when they apply for employment.
- Current employees who change their legal name or whose registration of a name change is annulled, must notify the College immediately and provide supporting documentation of the change.

Preferred Name

- Employees may, but are not required to, supply a preferred first name if different from their legal first name when they apply for employment. Preferred names will be used for some, but not all College records and processes.

Procedure:

Employees must notify Human Resources of a change of legal name by submitting the **Change of Name form** along with a copy of their Social Insurance Number Card (SIN) or Confirmation of SIN letter.

Once Human Resources receives the form and supporting documentation, the payroll system will be updated and any additional documents required for group benefits, pension, etc. that may be required will be sent to the employee for completion. The College reserves the right to request additional supporting documentation.