



POLICY 9200

CHOSEN NAME AND PRONOUN

Policy Category: Personnel

Area of Administrative Responsibility: Human Resources

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Amendment History: N/A

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PURPOSE

Nassau Community College (NCC) recognizes that some members of the College community use a different first name other than their legal first name. NCC also recognizes the importance that gender markers have to employees. Therefore, the College aims to recognize campus community members consistent with their gender identity. The College respects and supports an employee's decision to be known by their chosen first name and/or personal pronoun.

SCOPE

This policy applies to all employees of the College.

DEFINITIONS

- Legal Name:** A name that appears on an individual's government-issued identification, i.e., passport, driver's licenses, birth certificate, United States Social Security Card or Permanent Resident Card.
- Chosen Name:** A chosen name is not a legal name, but rather a first name by which a person wishes to be known that differs from their first name given at birth or their legal first name.
- Gender Identity:** Internal identification of gender which may or may not match biological sex and/or gender assignment at birth.
- Personal Pronouns:** These are pronouns used by an individual which may include he, she, they, them, theirs, but extend to any pronoun identification with which a person communicates fully honors and respects their gender identity.

POLICY

The College respects and recognizes the right of any employee to use a chosen name that is different from their legal first name and/or a personal pronoun to identify themselves and their gender identity or expression, where possible. The College cannot utilize an individual's chosen name and/or personal pronoun in documents and records that require the use of the individual's legal name, such as discipline records, certain employment and personnel records, official transcripts, paychecks and tax documents, and Public Safety records.

The College will permit one request for use of a chosen name and/or personal pronoun per academic year, absent extenuating circumstances.

The College reserves the right to remove a chosen name and/or personal pronoun if it is used inappropriately, including but not limited to: for the purpose of avoidance of a legal obligation, fraud, misrepresentation, disruption, includes the use of obscene or offensive language, or does not conform to technical requirements.