



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: EMPLOYEE NAME CHANGE

Policy No.	HR-410	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Policies	n/a	Effective Date	January 9, 2025

1.0 PURPOSE AND SCOPE

The purpose of the Employee Name Change Policy (the Policy) is to outline the conditions and procedures necessary to initiate employee name changes within College of the North Atlantic's (CNA) information systems.

This Policy applies to all CNA community members.

2.0 DEFINITIONS

First Name Change The process whereby an employee requests a change of their legal first name within CNA information systems.

CNA Community A member of the CNA community under this policy includes, but is not limited to:

- Affiliates: any individual working in collaboration with CNA for a business or academic purpose or an external community member, including all CNA graduates and alumni;
- CNA Board of Governors: individuals forming the governing body of CNA;
- Contractors: any individual or company (and its employees) who provides services to CNA under a service contract (i.e., a non-employee-employer relationship) or within a CNA facility;
- Employees: any individual who is currently

employed by CNA or provides services to CNA under an employment contract. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (paid/unpaid);

- Students: any individual registered in CNA programs or otherwise participating in CNA courses, programs, events, and activities. This includes prospective students and recently accepted student applicants;
- Visitors: any individual visiting a CNA property and/or facility; and
- Volunteers: any individual performing work for CNA in an unpaid capacity.

Legal Name (First, Middle, and Last Name)

For a Canadian citizen, the name (i.e., first, middle, and last name) under which an individual is registered in a province or territory – usually the name assigned on a birth certificate. For non-Canadian citizens the legal name is the name registered in Canada and is found in immigration documents or passports.

Legal Name Change

The process whereby an employee requests a change of their legal name within CNA information systems.

3.0 POLICY

First Name Change

CNA will normally display an employee's legal first name unless a formal request is made for a first name change.

An employee can request a first name change that replaces a legal first name in applicable CNA documentation, records, and information systems – for example, in a CNA email address, **john.doe@CNA.nl.ca**.

Circumstances where an employee may use a first name that is different from their legal first name may include, but not be limited to:

- Employees commonly known by a shortened name (e.g., Bella for Isabella; RJ for Richard James).
- Employees who have a given name that may have the potential to be mispronounced (e.g., Siobhan; Joaquin).

- Employees who take a westernized first name (e.g., Jane instead of Xuan).
- Employees who choose a name to reflect gender identity or expression (e.g., John instead of Serena).

A first name change will be used on external facing CNA documentation, records, and information systems to the extent technologically and operationally feasible, and permissible by law, such as email, account login, etc. A first name change will not be shown on legal documents and reports produced by CNA (e.g., tax forms, financial records).

The Department of Human Resources reserves the right to deny or remove a first name change if it is used for an inappropriate purpose including, but not limited to, offensive or derogatory language, misrepresentation, or avoiding legal obligations. First name changes may also be assessed for compliance with CNA policies under the Employee Code of Conduct (HR-403).

CNA will retain a confidential record of all first name changes.

Legal Name Change

An employee’s legal name is normally used on all official CNA documentation, records, and information systems.

A legal name must be officially changed through online application with the Government of Newfoundland and Labrador at [Digital Government and Service NL](#). Verification of this official legal name change must then be provided to the Department of Human Resources by showing Government issued identification. Copies of the Government issued identification will not be kept as part of CNA records.

CNA will retain a confidential record of all legal name changes.

4.0 PROCEDURE

The Associate Vice President of Human Resources will ensure that procedures are developed and implemented as required, in accordance with the Policy.

Approval History	
Approved by President	December 17, 2024