

## **Personnel**

### **EMPLOYEE NAME USE AND OFFICIAL NAME CHANGE**

**SP 4107.00**

The purpose of this policy is to avoid confusion caused by the use of names that are different from official records and to streamline communication among employees and between employees and constituents, organizations and others who utilize MCOE services. Further, it is to simplify and make more efficient payroll and employee data record keeping.

#### **Official Name**

The employees official name of record is the same as the name associated with the employees social security number. This is the same name that is used by both State and Federal Internal Revenue Services and by both STRS and PERS.

#### **Name Use**

An employee shall use their official name of record until changed via the procedure below. For example, an employee shall use their official name when sending or responding to correspondence or email, procuring business cards, answering the phone and when attending meetings during the course of their work.

#### **Change of Name Procedure**

An employee wishing to change their official name must present either a Social Security card with the new name on it or provide an official document generated by the Social Security Administration indicating that the employee has officially requested that the administration conduct a name change. A name change will not be made on the basis of other documents such as, but not limited to, a drivers license, marriage certificate, or divorce decree.

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

---

**Date Adopted:** 01/28/2009

**Date Revised:**