



## **CALL ME BY MY NAME**

### **HR RESOURCE SHEET**

At VCU, we are committed to putting our values into action. One of the ways that we make inclusion real is by recognizing that individuals have the right to use names other than their legal name, to identify with the gender they know themselves to be and to utilize the pronouns that best fit them. For example, people may use a name that: affirms their gender identity, is a middle name, is an anglicized name, is a birth or marital name, or is a nickname.

Through the Call Me By My Name Initiative, VCU allows individuals to provide their name/name of use, gender/ gender identity and pronouns. VCU uses the language of “name of use,” to recognize that everyone has the right to use the name they choose without having to explain or justify that decision. For a detailed explanation of this initiative, points of consideration when changing a name and frequently asked questions, please refer to the main website: [myname.vcu.edu](https://myname.vcu.edu).

#### **WHAT THIS MEANS FOR YOU AS AN EMPLOYEE**

You can now go to the Personal Information page of eServices and update your name of use (this impacts first name only), your gender/gender identity and pronouns. This information will be how VCU will know you, how faculty, staff and students will search for you and how VCU will address you in official communications.

Please note, employees’ information is also available to people outside of VCU through the online directory.

#### **WHAT THIS MEANS FOR YOU REGARDING YOUR LEGAL NAME**

If you opt to enter a name of use other than your legal name, VCU will release your legal name only when necessary or required to do so. The law requires VCU to release certain records in response to lawfully issued subpoenas, to public records requests under the Virginia Freedom of Information Act (FOIA), and as part of required reports to certain state or federal agencies.

#### **WHAT THIS MEANS REGARDING COMMUNICATION OF YOUR NAME OF USE**

When you select a name of use other than your legal name, it is your responsibility to communicate your decision to all necessary parties. This includes those outside the VCU system who may not know your name of use (such as professional organizations) and those within the VCU system who do not have access to your name of use.

#### **WHAT THIS MEANS REGARDING VRS AND/OR OTHER RETIREMENT ACCOUNTS**

The VRS system and other retirement accounts require use of your legal name and your legal sex. Your name will not be changed on your retirement records.

#### **WHAT THIS MEANS REGARDING HEALTH BENEFITS**

Your health coverage records require use of your legal name and legal sex. Your name will not be changed on your health benefits records.

