

Guidance notes

Intention and use

Federation University aims to be a safe and inclusive place for all staff and students.

This form should be used in instances **where a staff member** needs to be identified in University systems as a name and/or gender other than the name and/or gender shown on their legal identification, such as a birth certificate or passport.

Students seeking to use this process should use the student form.

Range of reasons for requesting a name and/or gender change (not exhaustive)

- where a staff member requires to be identified by a different name for safety reasons (for example, if they are a survivor of family violence and do not want to be found or identified by a perpetrator);
- where a staff member has affirmed their gender, which is different to that cited on their legal identification documents; and
- for career reasons – for example, if their legal name has changed after marriage and, after submitting new documents to Payroll and formal reporting systems have been updated (such as payroll, superannuation, taxation), they would prefer to use a different name professionally.

Any staff member can initiate a name and/or gender changes process by following the following steps:

1. Request a confidential appointment with Diversity and Inclusion Partner, Human Resources.
2. In the appointment you will be able to safely and privately confirm the need or reason for name and/or gender change.
3. Fill out the [Name and/or gender change form](#), with support from the Diversity and Inclusion Partner, Human Resources.

The reason for the requested change(s) **will not be noted on the form** or shared beyond agreed communications with the person requesting the change.

Systems that can be updated

The form will be lodged with ITS where change(s) are implemented across the systems, and may include:

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| • MS Teams – phone and email contact information | • Staff card | • First aid register (if University first aider) |
| • ELMO learning management system | • Moodle display name | • staff directory (https://federation.edu.au/staff-directory) |
| | • PageUp recruitment system | |
| | • University web pages | |

Systems that cannot be updated

The form will be lodged with ITS where change(s) are implemented across the systems, excluding those systems that cannot be updated due to legislative requirements. **Systems that cannot be updated include:**

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| • payroll, superannuation and tax-related systems (this will include leave requests for manager approval) | • Performance Review and Development System (PRDP) (linked to Payroll) |
| • finance system (purchasing cards must be issued in your legal name) | • probation system (linked to Payroll) |
| | • WorkCover |

Checklist

The staff member to be aware of the following actions and check they are satisfied with completion.

Please contact Diversity and Inclusion for all queries relating to progress.

Action (where applicable)	Responsible for initiating action
Website check – any changes needed to contact details on webpages, papers, committees	Staff member
Staff card – obtain new card from Library once system changes have been made (e.g. email updated)	Staff member
ELMO training modules	Diversity and Inclusion, Human Resources
First aid register – where staff member is a current first aider	Diversity and Inclusion, Human Resources
PageUp – recruitment system	Diversity and Inclusion, Human Resources
Staff directory: https://federation.edu.au/staff-directory	Diversity and Inclusion, Human Resources
Discuss support required by staff member	Diversity and Inclusion, Human Resources

Notes

- As name/gender changes cannot be made in some systems, there will be circumstances where the legal identity of the staff member will be apparent. While the University will take steps to avoid the disclosure of the staff legal identity, it cannot be guaranteed.
- Where family or other violence is identified as the reason for name change, the Diversity and Inclusion Partner may open a conversation about other family violence provisions offered by the University including personal safety plans and may seek a secondary consult (only with your full knowledge and consent) with the Manager, Risk, Health and Safety.

This form is being trialled in 2021 and feedback on the form, process and implementation is welcome at any stage.

To submit feedback please contact Braydan Allott, Organisational Development Advisor, Human Resources by phone on (03) 5327 6402 or email b.allott@federation.edu.au.