CHANGES IN EMPLOYEE STATUS

A. Employees are required to inform their immediate supervisor verbally, and the human resources office in writing, within ten working days of a change in any of the following:

1. Home address,
2. Home telephone number,
3. Person to notify in case of accident or illness,
4. Name,
5. Marital status,
6. Number of dependents,
7. Insurance beneficiary,
8. Military status,
9. Applicable education/experience credits, or
10. Certification, licensure or related approvals.

POLICY

Adopted: April 15, 1980