



Policy & Procedure Manual

CHANGES IN PERSONAL STATUS – HR-III-22

POLICY:

It is the responsibility of every employee to notify their immediate Supervisor and the Human Resources Department of a change in personal information that affects the employment relationship i.e. changes in name, address, telephone number, emergency contact, marital status, or the number of dependants either by addition or deletion (for benefit purposes). It is very important that our personnel records be kept current at all times.

After a status change, it is essential to report to the Human Resources Department in person, to make the necessary changes, where applicable, in Pension Plan, Life Insurance beneficiaries, etc.

Delay in attending to this matter can result in employees or their dependants being deprived of adequate coverage when needed, and/or cause correspondence to be unnecessarily misdirected.

Human Resources will ensure any other affected departments are notified of the changes (i.e. payroll receives the new address).

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE: _____