

Subject: Employee Name and Address Change Policy

Effective Date: December 08, 2006

Approved By: Board of Directors

Policy: It is the policy to outline administrative procedures governing the reporting and processing of changes in employee name, mailing, shipping, or email address and telephone number, as well as the maintaining confidentiality of the above information.

Procedure:

1. Employee Shall:
 - a. Keep an accurate and current name, address, home email, cell, and fax number and telephone number on file with the School and notify Human Resources of any change in this information as soon as known.
 - i. Employee submits completed “Change of Information” form or sends email request to Human Resources.
 - b. Provide a street address if a post office box is used as the mailing address. (Employees may not indicate work location as their mailing address)

2. The School shall:
 - a. Maintain records for use in mailing information and contacting employees.
 - i. Upon receipt of written notification from employee, School records changes.
 - ii. Human Resources will check completeness of information; input changes to employee data base and files original in employee file. If an address or telephone number changes, forwards appropriate copy of information to the Payroll Department for use in mailing Benefits and/or Paychecks.

In the case of teachers who place orders for their students, Human Resources will also notify the Purchasing and Shipping Departments.

Human Resources coordinates issuance of mailing labels and listings of employee addresses and telephone numbers.

Employee Addresses and contact information are distributed to leadership team and staff who may use them for school business only.

 - b. Monitor production of mailing labels to ensure that they are used only for:
 - i. Official School Business
 - ii. Other governmental agencies having official legislative need to communicate with School employees.

Original Policy 03/10/03
Revised Policy 12/08/06