



JCS-Inc. Policies

## **[8010.1 Employee Name and Address Change Policy]**

**Effective Date: September 8, 2017**

**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.

Original Policy 03/10/03

Revised Policy 12/08/06

Revised Policy 09/08/17