

POLICY NO.: 795-14

CHANGE IN VITAL INFORMATION POLICY

A. PURPOSE

It is the purpose of this policy to ensure that employees keep the Department of Human Resources & Training informed of their vital information.

B. POLICY

It is the responsibility of each employee to notify the Department of Human Resources & Training promptly, in writing, of any changes of vital information including, but not limited to, the following:

- Name
- Address
- Telephone Number
- Marital Status
- Dependent Children
- Change in status for health care programs
- Change in status for dental coverage
- Change of beneficiary
- Change in tax status for tax withholding purposes
- Emergency contact information