

Updating Personnel Records Policy

- Purpose:** To establish guidelines for updating personnel records.
- Policy:** It is the responsibility of employees to submit all pertinent information concerning changes in marital status; number of dependents; home address; telephone number; and certificates, diplomas and degrees after commencement of employment to the College.
- Applies to:** All College employees.
- Procedure:**
1. Employees must complete the necessary forms to add or delete dependents from the various benefit plans and ensuring their beneficiary designation is current.

Employees should secure the appropriate cards from Personnel Services and complete and return them as soon as possible.
 2. All other changes should be submitted to the office of the appropriate Dean or Administrator who will forward to Personnel Services.
- Replaces:** Updating Personnel Records, Policy #4.4.0.3

1. Policy Sponsor: Director, Personnel Services

2. Approvals:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

3. Amendments:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

4. Review Date: