

CITY OF GRAND FORKS

POLICY TITLE:	Employees - Information	POLICY NO:	606
EFFECTIVE DATE:	March 16 , 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

All employees shall supply the City with their current address, telephone number and the next of kin. All employees must notify their Supervisor of any change of address, telephone number and next of kin immediately. Any additions or changes in beneficiaries should be noted on the required forms and submitted to the employees Supervisor.

PURPOSE:

To keep employees records up to date.

PROCEDURE:

- **File changes with payroll on an annual basis or as changes occur.**
- **File changes in benefits and beneficiaries as they occur.**
- **All changes should be submitted to payroll via the employees Supervisor**