

EMPLOYMENT CONDITIONS – CHANGE IN EMPLOYEE INFORMATION

HR D11

INTENT

To maintain accurate and timely payroll and personnel records for all employees. The accuracy of personal data is vital to the integrity of the resulting payroll and benefits for employees and is the responsibility of both the employer and employee.

POLICY

It is the responsibility of each staff member to keep the employer informed of any changes in her/his name, address, telephone number, marital status or number of dependants, and emergency contact information.

It is the staff's responsibility to immediately report any changes that affect the status of her/his requirements (e.g. changes in criminal record, driver's licence, etc.) to their supervisor. Failure to report could result in disciplinary action up to and including termination.

PROCEDURE

1. Changes are to be communicated in writing to the staff's immediate supervisor and to the Human Resources department within two weeks of the change.
2. Upon termination of employment for whatever reason, a forwarding address and/or email address must be filed with the Human Resources department to ensure income tax T4 slips and any other relevant documentation can be forwarded as required.

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually