



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 612: PERSONNEL RECORD CHANGES

A. General Provisions

1. In order to ensure that current personnel records are maintained, it is the employee's responsibility to notify his/her Department Director and the Human Resource Department of any change in the employee's name, address or phone number, as well as any change in the name, address or phone number of persons designated by the employee to be contacted "in case of an emergency."
2. It is important, and the employee's responsibility, to report any changes which may affect those insurance policies funded in whole or in part by the City to the Human Resource Department, including changes in (illustrative only):
 - a. Sick leave, life insurance and pension fund beneficiary designations;
 - b. Marital status;
 - c. Employee's eligibility for Medicare benefits;
 - d. Loss of dependent child status for medical insurance coverage;
 - e. Group medical insurance plan — family vs. single plan;
 - f. Addition or deletion of dependents to/from group medical insurance plan.
3. It is important, and the employee's responsibility, to report changes affecting the employee's payroll distribution, to the Finance Department, including changes in (illustrative only):
 - a. Tax withholding or exemption status;
 - b. Voluntary deductions and distributions to: employee funded insurance plans; union dues; deferred compensation plans; etc.
 - c. Bank routing number(s) and direct deposit account number(s).

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022
Date


Mark Schwieterman
City Manager

Issued:

11.30.22
Date


Jenny Smith
Human Resource Director