

Policy 436 - Addresses of Personnel

- I. Every District employee will file his/her legal name, address, and telephone number with the Personnel Department.
- II. Employees will also promptly file any changes of name, address, and telephone number with the Personnel Department.
- III. Employees who do not normally work for the District during the summer will file summer addresses and telephone numbers with their supervisor.

Policy 436 Adopted: 2/2/99
(formerly Policies 4116.1 and 4216.1)

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota