

<b>Personnel Data Changes</b>			
Reference Number	Board Approval	Effective Date	Page
3.07	10/2007	11/1/2007	1 of 1

**Purpose:** To insure that Tusculum College maintains accurate personnel records and assure accurate benefit eligibility.

**Applies to:** All Employees

**Policy:** It is the responsibility of each employee to promptly notify the College of any changes in personnel data, marital status, personnel mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources department. Failure to keep vital employee information current will be cause for disciplinary action.