

KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE

TITLE: Change of Address	SECTION: Human Resources
DATE: August 12, 2010	POLICY NO. KDSB-HR-II-11
APPROVED BY: Resolution #2010-96	REVISED:

POLICY STATEMENT

To ensure employees notify their immediate supervisor in writing, within seven (7) calendar days, of any change in their contact (mailing) address and/or telephone number.

Implementation of Processes and Procedures

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.