

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Updated Employee Records

Policy:

Employees are required to provide copies of training certificates, change in address and/or phone number, and any other pertinent information to their supervisor within 10 days of change/completion.

Procedure:

1. If an employee's address and/or phone number changes the information must be given to their supervisor and the employee must fill out a new W-4 for the bookkeeping department.
2. The employee's supervisor will notify the director's assistant of address and phone number changes. The director's assistant will make the changes in Child Plus.
3. Employee's that attend outside trainings will provide a copy of their certificate to their supervisor as soon as they receive it. The supervisor will provide a copy to the education specialist.
4. Supervisors will file training certificates and update changes in the employees' file as soon as they occur.