



Mark W. McLaughlin, Ed.D.
Superintendent

MEMORANDUM

DATE: November 13, 2017

TO: **All Certificated and Classified Employees**

FROM: Dr. Mark W. McLaughlin, Superintendent

SUBJECT: **PERSONNEL ACTIONS REQUIRED OF ALL CERTIFICATED AND CLASSIFIED EMPLOYEES**

I. REQUIREMENT TO USE LEGAL NAMES ON DISTRICT DOCUMENTS:

It is extremely important that all District certificated employees utilize only their legal names on official district documents, e.g., contracts, observation and evaluation reports, payroll records (W-2, W-4 forms), etc. When employees utilize nicknames or middle names instead of first names, or revert to a maiden name from a married name, etc., it makes it extremely difficult to identify to whom the document refers and the legality of the signature is questionable, at best, when anything but the legal name is utilized.

Documents which do not bear the legal signature of employees will be returned to have the signature corrected before they are placed in personnel files.

II. NAMES AND SOCIAL SECURITY NUMBERS:

The IRS rules require that each individual's legal name shown on documents bearing the legal signature must be also reflected on their social security card. Because of this requirement, if a name has changed, the District will continue to use the original name shown on the original social security card until the employee obtains an updated social security card.

III. DESIGNATION OF PERSON TO RECEIVE WARRANT FORMS:

All personnel should have a correct "Designation of Person to Receive Warrant" form for payment of accrued salary to survivors in their personnel files. In many instances, an employee may undergo a divorce or perhaps the death of a designated beneficiary. If the employee dies, the beneficiary designated on the form in the individual's personnel file will receive any monies accrued to the district employee, regardless of whether the employee has remarried prior to his or her death. Any employee who is uncertain of his or her designated beneficiary on the form maintained in his or her personnel file is urged either to call the Human Resources Office or to come in to the Human Resources Office and review his/her personnel file.

IV. NOTIFICATION OF ADDRESS CHANGE:

Each employee must have his or her current address on file, and all changes of address must be reported in writing, within 10 days of the change of address, to the Assistant Superintendent, Human Resources.

The last address of each employee recorded in the Human Resources Office is, for all district purposes, the last known address of such employee.

IMPORTANT! Report name or address changes on the "Change of Personal Information" form available on-line at <http://www.conejousd.org/Departments/HumanResources/CertificatedHR/FormsProcedures.aspx> on the Certificated and Classified Human Resources home pages under Forms and Procedures. In addition, for changes of legal name, the employee must bring the form and a new Social Security card indicating the new legal name to the Human Resources office.