

CHAPTER 6.00 – HUMAN RESOURCES

NAME AND ADDRESS OF EMPLOYEE	6.75
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- I. Any employee who changes his/her name or address shall notify the human resources department within ten (10) days after a change of name or address.

- II. Any employee who is required to have a Florida Educator Certificate or other license or certificate shall maintain the license or certificate in his/her legal name.

- III. Any employee who is a certificated educator is responsible for maintaining his/her current name and address with the Department of Education. The Department of Education shall be notified in writing or electronically of any changes of name and/or address.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **1001.43, 1012.561, F.S.**

HISTORY: **ADOPTED: _____**

REVISION DATE(S): _____

FORMERLY: NEW