



Town of Shallotte

ACTION AGENDA ITEM

2026

TO: Board of Alderman

FROM: Mimi Gaither, Town Manager
EXT. #

ACTION ITEM #: _____
MEETING DATE: _____
DATE SUBMITTED: 03/04/2026

ISSUE/ACTION REQUESTED: Approval of Article I, Section 8 of the Personnel Policy, establishing a new section titled "Changes to Employee Information."

PUBLIC HEARING: YES NO

BACKGROUND/PURPOSE OF REQUEST:

To add a policy section on "Changes to Employee Information" to protect employees' personal information, reduce the risk of fraud, and ensure records remain accurate and up to date.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: YES NO
CAPITAL PROJECT ORDINANCE REQUIRED: YES NO
PRE-AUDIT CERTIFICATION REQUIRED: YES NO
REVIEWED BY DIRECTOR OF FISCAL OPERATIONS YES NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY: YES NO N/A

ADVISORY BOARD RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:.. *approval moz*

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. Section 8: Changes to Employee Information
- 2.
- 3.

ARTICLE I. GENERAL PROVISIONS

Section 8. Changes to Employee Information

Employees are responsible for promptly notifying the Finance or Human Resources Department of any changes to their personal information, including but not limited to legal name, home address, telephone number, emergency contacts, marital status (if benefit-related), tax withholding status, direct deposit information, and professional licensure or certification status. All changes must be made in person by completing the appropriate forms and submitting them to the Finance or Human Resources Department within 30 days of the change. Required forms must be requested, fully completed, and accompanied by any necessary supporting documentation. Maintaining accurate and current information is necessary to ensure proper payroll processing, benefits administration, compliance with legal requirements, and effective communication.