



Employee Contact & Policy Form

Current Employees Only – I am requesting to change the following demographics in the district database:

Employee ID # _____ (on your ID Badge)
(Required)

- | | |
|---|--|
| <input type="checkbox"/> Name Change | <input type="checkbox"/> Home Phone Change |
| <input type="checkbox"/> Address Change | <input type="checkbox"/> Cell Phone Change |
| <input type="checkbox"/> Emergency Contact Change | |

A. Employee Contact Information (Please Print)

LAST NAME: _____ **FIRST NAME:** _____ **MI:** _____
Maiden Name: _____ **Preferred First Name:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Home Phone #: _____ **Cell Phone #:** _____
 (Receive voice calls) _____ (Receive text messages) _____
REQUIRED REQUIRED
Personal Email: _____
Position Title: _____

Please complete: (Voluntary)

| | | |
|--|---|---|
| 1. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female | 2. Race <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/ Pacific Islander <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic <input type="checkbox"/> White | 3. Ethnicity <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino |
|--|---|---|

B. Employee Emergency Contact Information

Primary Contact Name: _____ **Relationship to Employee:** _____
Primary Ph#: _____ **Alternate Ph#:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____

C. School Board Policies

This information can be found on the district’s School Board website at www.gfschools.org > District > Policies “Grand Forks School Board”. By signing below, I will read and agree to abide by the rules of the Grand Forks Public School District Policies.

Further, the undersigned employee agrees that if convicted (including a plea of no contest) of a criminal drug violation at any workplace in the Grand Forks School District, the employee will inform their immediate supervisor and the Human Resources Director of the conviction within **five (5) days after** the conviction.

D. Classified Personnel Policy Manual or Teachers Negotiated Agreement

I have received information on the Classified Personnel Policy Manual (known as “Manual”) or the Teachers Negotiated Agreement in its most current form.

The Manual or Agreement describes important information about the Grand Forks Public Schools, and I understand that I should consult the Human Resources Department regarding any questions not answered in the Manual/Agreement. The Manual or Agreement can be found on-line at: www.gfschools.org. Click on Departments, Human Resources, Negotiated Agreements & Employee Manuals.

Employee Signature _____ Date