



## **POLICIES and PROCEDURES**

Responsible Unit	Technology Services
Policy Number	E-4
Date Last Updated	21 July 2010
Approving Sector Head	Vice President, Administration
Policy	<b>EMPLOYEE DIRECTORIES</b>

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The Online Employee Directory is maintained by Technology Services and is updated daily. Employees who move or change telephone numbers are requested to report any changes to Technology Services so that the Online Employee Directory is consistent and up-to-date.