

**Subject:** Personal and Dependent Status Information  
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## **POLICY**

In order to fulfill certain legal provisions regarding benefits administration which have been created by congress (under the Consolidated Omnibus Reconciliation Act of 1985 and the Tax Reform Act of 1986) Kaw Nation must maintain certain personal data on employees at least annually.

Following is a partial list of the information Kaw Nation must obtain from employees and keep up to date.

- Employee's full name
- Employee's present mailing address
- Employee's present marital status
- Full name (s) of spouse, any and all dependents
- Present address (s) of spouse, all dependents

The list above is not all-inclusive and may change as federal legislation is adopted and refined. This information is used only to comply with federal statues regarding notification of employee's rights (employees' dependents' rights) to continuation of health insurance coverage in certain situations as set forth by the Consolidated Omnibus Reconciliation Act of 1985 (COBRA). This information will be maintained in a confidential manner and will not be used in other personnel-related decision-making processes.