2457 – Personnel Data Changes

It is the responsibility of each employee to promptly notify the Office of Human Resources of any changes in personnel data, including but not limited to: personal mailing address, telephone numbers, individuals to contact in case of emergency, and educational accomplishments.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1440 – Employee Paperwork

Approved by: President

Date: 7/22/02

Revision(s): 10/16/07; 10/21/19 (minor revision)