

MACOMB COUNTY HUMAN RESOURCES POLICY

CHANGE OF EMPLOYEE INFORMATION AND CREDENTIALS

If an employee changes his/her name, marital status, dependent status, telephone number, address, benefit information, or other employee information, he/she shall contact Human Resources and Labor Relations as soon as possible so that the necessary paperwork may be completed and the requested change implemented. It is the employee's responsibility to keep Human Resources and Labor Relations informed regarding updated information. Failure to promptly notify Human Resources and Labor Relations with updated information may result in loss, denial or delay of benefits or privileges, as well as the repayment of eligible costs.

Approved:



Office of County Executive



Date