

PERSONNEL DATA CHANGES 204

Effective Date: 02/01/2016

It is the responsibility of each employee to promptly notify Cass County of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, changes in beneficiaries, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.