

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 101-07

Eff. 2/21/12

**PERSONAL IDENTIFYING
INFORMATION**

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It is the employee's responsibility to notify their Department Manager, or his or her designee, of any changes in personal data in writing on the Notice of Employee Change form. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, and other such status reports should be accurate and current at all times. The Notice of Employee Change form will be forwarded to the Finance and Tax Department by the Department Manager or designee. (See Appendix for forms)