

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 207 – Personal Data Changes

1. Policies

- a. It is the responsibility of each employee to promptly notify the Human Resources Coordinator of any change in personal data including, but not limited to:
 - 1) Marital status; and
 - 2) Beneficiary change.
- b. Employees should ensure that personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergencies, educational accomplishments, and other such status reports are accurate and current at all times by promptly notifying the Human Resources Coordinator of these changes.