

I. PURPOSE

To provide a system for communicating and recording changes in an employee's status with the Agency.

II. POLICY

EMPLOYEE RESPONSIBILITY:

Employees have the responsibility to report any personal status changes to their department or Personnel, as appropriate, within ten (10) working days. Relevant changes which will be reported by the employee and recorded by Personnel include, but are not limited to, the following:

- | | |
|-----------------------------|-----------------------------------|
| a) name | d) dependents loss of eligibility |
| b) address/telephone number | for health coverage |
| c) dependents | e) marital status |

DEPARTMENT RESPONSIBILITY:

Relevant changes which will be reported by the department and recorded by Personnel include, but are not limited to, the following:

- | | |
|----------------------------------|-----------------------------------|
| a) job title | h) dependents |
| b) transfers and demotions | i) job location |
| c) separation | j) marital status |
| d) leaves of absence | k) dependents loss of eligibility |
| e) returns from leave of absence | for health coverage |
| f) name | l) disciplinary actions |
| g) address/telephone number | |

All changes in status of employment must be reported promptly to the Personnel Department. Each department head, or designee, will be responsible for reporting the transactions and providing appropriate personnel information distribution.
