

Warren-Newport Public Library District **Staff Manual**

204 Personnel Data Changes

Effective Date: 07/12/2006

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It is the responsibility of each employee to promptly notify the Warren-Newport Public Library District of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. Whenever an employee's personnel data changes, the employee must notify the Executive Director or the Human Resources Associate.