

# **SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

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## **POLICY 3.04.13 NOTIFICATION OF PERSONAL INFORMATION CHANGES**

All employees are responsible to give written notice to the Human Resources Office of any changes of name, address, telephone number, name of the person to contact in case of an emergency, bank or bank account numbers and/or any beneficiary. These changes should be submitted as soon as possible. In the case of banking changes, the new information must be given to the payroll officer before the current account is closed. It is the responsibility of the employees to provide the program with a telephone number and current address through which they can be contacted.