
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 103
EFFECTIVE DATE: 12/15/16
REVISED: 01/02/18
12/03/24
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: EMPLOYEE CHANGE OF ADDRESS

I. Purpose:

Keep employee's personnel files up to date.

II. Policy:

It is the responsibility of each employee to keep the employer and personnel informed, in writing, within 30 days of the event of any changes in the following:

- Name
- Address
- Telephone Number
- Marital Status (for benefits and tax withholding purposes)
- Dependents
- Beneficiary designations
- Emergency Notification
- Any other information relating to employment status

Supervisors are requested to forward up-to-date employee information to the HR Office in a timely and confidential manner.

III. RESPONSIBILITY FOR REVIEW: The County HR Director will review this policy every 5 years or sooner as necessary.