

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: EMPLOYEE INFORMATION

POLICY NO. 761

PURPOSE:: To state the responsibility of Department employees in keeping Personnel current.

POLICY:: Each employee of the Department shall keep his or her respective supervisor and Personnel Office informed of any changes in address, telephone number, name, and parties to be notified in case of an emergency. The Personnel Office shall treat this information as confidential.

AUTHORITY:: Department of Personnel Policy Manual.

EFFECTIVE DATE: Aug 16, 1976

SUPERCEDES: November 24, 1975

APPROVED: Signature on File
