

**Cochise College  
District Board Policy**

**Category: All Employee Groups**

**Policy Number: 603**

**Title: Personnel Data Changes**

It is the responsibility of each employee to promptly notify the Human Resources Office of the College of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, academic/professional achievements, and other such data should be kept accurate and current at all times.

The College will not be responsible for any loss of benefits or information to employees or their dependents which are caused by the employee's failure to provide current personal data to the Human Resources Office.