

**North Orange County Regional Occupational Program
PERSONNEL RECORDS
ROP BP 4112.7
BP 4212.7
BP 4312.7**

Policy

All Personnel

It shall be the responsibility of all employees of the ROP to keep a current address and telephone number on file in the Human Resources Department. Only these addresses and telephone numbers will be used when legal, contractual, or other important notifications are required. The Human Resources Department shall be notified of a change within ten working days.