


ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO. 03.18 DATE: April 7, 2023 SUBJECT: Personnel TITLE: Information Changes FOR PUBLIC RELEASE: Yes
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- I. Reference: Employee Relations Manual (ERM) C-03; AD 01.04, 03.01, 03.06
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for notifying the AACDDF Administration and the Anne Arundel County Office of Personnel of changes in an employee's personal information. Personal Information could include, but is not limited to, change of tax deductions, address, telephone number, marital status, etc.
- IV. Policy:
 - A. Employees shall be required to report any change to their address, telephone number and/or legal name within thirty-one (31) days of the change:
 1. Notify the Management Assistant II (MAII) - Personnel on an Incident Report or via email. Notification shall include the County of residence.
 2. The MAII-Personnel shall process this information on a Personnel Authorization Action Form.
 3. Upon processing of the form by County Personnel Office Staff, a copy shall be returned and placed in the employee's personnel file.
 - B. An employee choosing to change his/her tax status shall do so on the Automatic Data Processing (ADP) Portal.
 - C. An employee wishing to participate in the Deferred Compensation Employee Plan shall contact the Anne Arundel County Office of Personnel.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.18 dated December 11, 1998