

**Sussex County Community College**  
**Policy No.: 200.19**  
**Area: Human Resources**  
**Adopted: April 26, 2016**

**200.19 Employee Information Policy**

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**PURPOSE OF POLICY**

The purpose of this policy is to ensure the maintenance of accurate employee information related to Sussex County Community College (“College”) operations.

**GENERAL STATEMENT OF EMPLOYEE INFORMATION**

Employees are responsible for providing the College with current, accurate and truthful information with regard to all aspects of their employment with the College.