



**CVM
Policies and
Procedures
Handbook**

Subject: *Records of Employment*

Section: *Personnel*

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To Be Reviewed Yearly by: *CVM Committee on Policies
and Procedures*

Source: *Dean's Office*

Cross Reference: *MSU OP-HRM 60-109*

Records of Employment

College of Veterinary Medicine

The Dean's Office will keep a confidential personnel record of each employee. All employees should notify the Dean's Office in the event of a change in address, marital status, number of dependents, etc.

REFER TO MSU OP-HRM 60-109.

Approved: _____

Kent H. Hoblet

Kent H. Hoblet, Dean

4/29/11

Date