

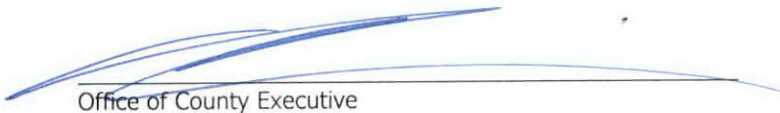
# MACOMB COUNTY HUMAN RESOURCES POLICY

## QUALIFICATIONS, LICENSURES, CERTIFICATIONS AND CREDENTIALS

It is the responsibility of each employee, in relation to their classification, to maintain necessary qualifications, licensures, certifications and credentials, as required by the County, by law, or by regulation. All required qualifications, licensures, certifications and credentials must be verified by the Human Resources and Labor Relations Department at the time of hire with copies of such maintained in each employee's personnel file.

If an employee has a required qualification, licensure, certification or credential that has expired or has been revoked or suspended, that employee must notify their supervisor immediately. Failure to do so may result in discipline, up to and including discharge.

Approved:



Office of County Executive

5-17-22  
Date

Approved: July 8, 2014  
Revised: May 4, 2022