

# MACOMB COUNTY HUMAN RESOURCES POLICY

## QUALIFICATIONS, LICENSURES, CERTIFICATIONS AND CREDENTIALS

It is the responsibility of each employee 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 Department and copies submitted to and maintained in each employee's personnel file in Human Resources and Labor Relations.

If an employee has a required qualification, licensure, certification or credential that is expired, revoked or suspended, that employee must notify his/her supervisor immediately.

Approved:



Office of County Executive



Date