



**ADMINISTRATIVE PROCEDURE**

<b>SUBJECT:</b> <b>CHANGE OF ADDRESS /</b> <b>TELEPHONE NUMBER</b>	<b>Number</b> <u><b>I-19</b></u>	<u><b>Effective Date:</b></u> <b>Issued: 4/19/93</b> <b>Revised: 9/3/04</b>	<b>Page 1 of 2</b>
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**PURPOSE:**

To clarify District employees' obligation to notify the District of permanent changes to home address or phone number.

**POLICY:**

1. Because all District employees are considered "Disaster Service Workers" and are expected to report to work if contacted in the event of a disaster emergency, and for a variety of other operational reasons, it is the policy of the District that all employees keep the District continuously informed of their current permanent residence (street address and city) as well as their home phone number (even if unlisted).
  
2. The current home address and phone number of District employees are considered confidential and District representatives shall not disclose such to other employees or third parties unless there is a compelling business-related reason. Further, District representatives shall not contact employees at home, after normal working hours, unless there is a compelling business-related reason.

**PROCEDURES:**

1. Upon a permanent change of home address or phone number, an employee shall promptly notify the District in writing, using the attached form by forwarding the form to the Human Resources and Risk Division.
  
2. The Human Resources and Risk Division shall make the change in the District's official personnel records, and send the employee the appropriate insurance-related change of address forms. The Human Resources and Risk Division shall then promptly route the original to the Payroll office, which shall make the changes in the District's official payroll records.

**RESPONSIBILITY:**

It is the responsibility of District employees to notify the District promptly, in writing, of any permanent change in home address or phone number, by completing an Employee Information Sheet form. It is the responsibility of District representatives receiving this information to treat it confidentially, to process these notifications to others in a timely manner, and to comply with this Procedure.

APPROVED:

A handwritten signature in black ink that reads "Walter J. Bishop". The signature is written in a cursive style with a large, prominent 'W' and 'B'.

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Walter J. Bishop  
General Manager

Attachment:  
Exhibit A – Employee Information Sheet