



ADMINISTRATIVE PROCEDURE

SUBJECT: CHANGE OF ADDRESS / TELEPHONE NUMBER	Number <u>I-19</u>	Effective Date: Issued: <u>04/19/1993</u> Revised: <u>09/03/2004</u> Revised: <u>02/14/2020</u>	Page 1 of 1
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PURPOSE:

To clarify employees' obligation to notify the District of permanent changes to home address and/or personal telephone number(s).

POLICY:

All District employees are considered "Disaster Service Workers" and are expected to report to work in the event of a disaster emergency and for a variety of other urgent operational reasons. Accordingly, it is the policy of the District that all employees keep the District continuously informed of current permanent residence (street address and city) as well as home and/or cell telephone number(s) even if unlisted.

An employee's home address and personal telephone number(s) are considered confidential and District representatives will not disclose such to other employees or third parties unless there is a compelling business-related reason. Further, District representatives will not contact employees on their personal phone(s) after normal working hours, unless there is a compelling business-related reason.

PROCEDURES:

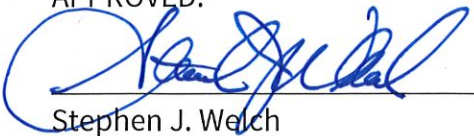
1. Upon a permanent change of home address or telephone number(s), an employee will promptly notify Human Resources & Risk in writing via email or by using the Employee Information Form (located in SharePoint).
2. Human Resources & Risk will make the appropriate change(s) in the District's official personnel records and promptly notify Payroll to make the change(s) in the District's official payroll records.

RESPONSIBILITIES:

It is the responsibility of employees to notify the District promptly, in writing, of any permanent change in home address or telephone number(s).

It is the responsibility of District representatives receiving this information to treat this information confidentially, to process these notifications to others in a timely manner, and to comply with this Procedure.

APPROVED:



Stephen J. Welch
General Manager