

CHANGE OF ADDRESS AND OTHER PERTINENT DATA

All employees must promptly report in writing any change of their address, telephone number, marital status, etc. to the City Personnel Office, within fifteen (15) calendar days of a change.

You should also promptly inform the payroll office of any changes that may affect your paycheck or health benefits, such as marital status, number of dependents, etc.

Failure to supply the City Personnel Office with this information may result in incorrect information in the personnel file.