

**REPORTING OF EMPLOYEE'S PERSONAL CHANGE OF STATUS**

It is the responsibility of each employee to inform the Human Resources Division of each change in personal status information including:

- Name
- Address - official and current
- Phone number
- Marital status
- Number of dependents

All such information shall be used only for official District business. Failure to provide current information may result in a loss of benefits, employment opportunity, or other notification requiring employee response.