



**PERSONNEL POLICY LETTER #3**

**CITY OF BOWLING GREEN**

**ADDRESS NOTIFICATION**

This letter outlines the City's policy requiring all employees to provide to the Personnel Department written notice of their current address and telephone number.

**Policy**

It shall be the responsibility of each employee to keep the City informed of his/her current home address and telephone number. The City shall rely on the address and telephone number provided for any notice requirements set forth by policy, collective bargaining agreement, or law. This policy shall be deemed to have been followed when the Personnel Department has been provided written notice of any change to an employee's home address or telephone number.

Barbara A. Ford  
Barbara A. Ford  
Personnel Director

8/25/97  
Date