

It shall be the responsibility of each employee of the district to keep a current address and phone number on file with the Human Resources Office. Such addresses and phone numbers will be the only ones used when legal or contractual notifications are required.

Board of Trustees

November 22, 1982

Reviewed: October 23, 1986

Reviewed: March 19, 1990

Revised: April, 1993

Reviewed: September, 1997

Revised: September 14, 2000

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