

FROM THE OFFICE OF THE MAYOR

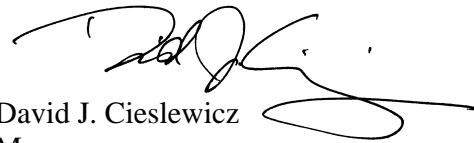
**ADMINISTRATIVE PROCEDURE
MEMORANDUM NO. 2-37**

SUBJECT: CHANGE IN ADDRESS OR TELEPHONE NUMBER

Purpose: The purpose of this policy is to set forth administrative standards for employee addresses and phone numbers.

Background: The City of Madison needs up to date employee home address and telephone numbers for a variety of reasons including, but not limited to: determine residency, mail information or documents to employees, contact the employee for emergency services, contact the employee's family in an emergency situation, contact the employee when the employee is on leave.

Policy: All employees are required to provide their department/division heads or designees with up to date home addresses and telephone numbers within 10 working days of changes in address and/or phone number.



David J. Cieslewicz
Mayor

APM No. 2-37
October 12, 2005