

<p style="text-align: center;">City of Petaluma, CA Administrative Policy</p>	<p>Number: Established Date: 07-19-04 Last Revision Date: n/a</p>
<p style="text-align: center;">Subject: Notification of Change in Personal Status</p>	<p style="text-align: center;">Authority: City Manager <i>Michael D. Bierman</i> _____ City Manager</p>

POLICY FOR NOTIFICATION OF CHANGE IN PERSONAL STATUS

I. PURPOSE

This policy establishes the requirement that a City of Petaluma employee and City of Petaluma retiree must notify the City in writing of any change in his or her personal status; and, provides procedures for an employee or retiree to notify the City of any such change in personal status.

II. POLICY

A City employee or retiree is exclusively responsible to notify the City of any change in personal status. A change in personal status includes: address or telephone number, name, marital status or domestic partner, or change in dependant's status.

Notification of a change in personal status must be submitted in writing within thirty (30) days of any change, must be on the City's authorized Change in Personal Status form, and filed in the Human Resources Department.

III. DEFINITION OF CHANGE IN PERSONAL STATUS

A change in personal status shall include:

- Address or telephone number
- Name
- Marital Status or Domestic Partner
- Dependent's Status

IV. PROCEDURES AND RESPONSIBILITIES

A. A City employee or retiree who has a change in personal status must notify the Human Resources Department in writing of his or her change in personal status within thirty (30) days of the change.

1. An employee or retiree obtains a Change in Personal Status form from the Human Resources Department, completes the form, and files the completed form with the Human Resources Department.
2. The Human Resources Department receives the completed form, makes the appropriate changes, notifies CalPERS and/or appropriate benefit provider, and retains the original form in the employee file.