



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 02/01/90

SECTION 409	SUBJECT PERSONAL CHANGES
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The Personnel Department maintains records of the following personal information legally required and necessary to City operations:

1. Name
2. Social Security Number
3. Address
4. Telephone Number
5. Marital Status
6. Educational Attainment
7. Race
8. Sex
9. Date of Birth
10. Salary
11. Employee Status
12. Employment History
13. Classification and Salary Changes
14. Department Changes
15. Emergency Contact Information

A change in this information or a correction in any previously given information is processed by a completed status change notice issued by the department. Where applicable, the completed status change notice should be accompanied by a written request from the employee indicating changes desired.

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AMENDS/SUPERSEDES SECTION <u>515</u> , 05/26/82	REFERENCES	APPROVAL
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