

**CHAPTER XVII  
MISCELLANEOUS PROVISIONS**

**17.1 REPORTING NAMES AND ADDRESSEES**

Each employee shall when initially employed file his/her name, address, and telephone number on forms provided by the district. Each employee shall report any change in name, address, or telephone number on forms available at each pay location. An employee who maintains an unlisted telephone number and/or post office box number shall provide his administrative head with his telephone number and/or home address for use in emergencies.