



## Personnel Policies

CITY OF WESLACO,  
TEXAS

### CHANGES IN EMPLOYEE PERSONAL DATA

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	08/07/2018
Page:	1 of 1

Employees must notify their immediate supervisor and the Human Resources Director of any of the following:

- Change of address, including temporary residential changes;
- Change of phone number or nearest phone number, whether it be listed or unlisted;
- Change of information concerning whom to contact in the event of an emergency;
- Change in marital status or in number of dependents;
- Change of beneficiary for life insurance and retirement benefits;
- Additional schooling, training, certificates or degrees earned during the course of employment;
- Any change in Social Security or driver's license numbers.