

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 502

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CHANGE OF NAME, ADDRESS,
TELEPHONE NUMBER

Reviewed and
Updated 8/06

Any change of name, personal address, telephone number, should be reported to the Human Resources Department immediately.

Name changes will require supporting documentation. (i.e. In the case of marriage provide a copy of marriage license and new social security card.)

Human Resources will issue an email to the appropriate areas, (Operations & Support, ITTS, Finance, Distribution, Library) advising of an address change.

P.O. Boxes are not acceptable mailing addresses. It is the employee's responsibility to notify TIAA-CREF and health care providers of their correct mailing address.