RESIDENCY REQUIREMENTS PM-14-02

Section: 14-00, EMPLOYMENT

I. POLICY

Effective January 3, 2011, all City of Memphis Government employees must be residents of Shelby County, Tennessee.

Proof of residency must be submitted by new employees within six (6) months from date of employment.

Employees hired on or before January 3, 2005 residing outside Shelby County, Tennessee on or before the date of January 3, 2011, shall not be required to move into the County. However, if such employees change place of residence, and fail to move within Shelby County while still employed by the City of Memphis, said employees shall be terminated. Without regard to date of hire, employees residing in Shelby County, Tennessee on or before January 3, 2011, who change place of residence to a location outside Shelby County, Tennessee after that date, will be terminated from employment.

This policy shall likewise apply to the employees of Memphis Light, Gas and Water Division.

II. PROOF OF RESIDENCY

The City of Memphis reserves the right to request documentation or proof of residency at any time. New hires that are unable to provide proof of residency compliance at the time of initial employment must provide proof of residency compliance within six (6) months of hire.

Required Documentation Accepted for Proof of Residency

At least one of the following:

- valid driver's license or state identification
- current vehicle registration
- current utility bill (within 30 days)

AND

At least two of the following:

- mortgage papers or lease agreements in the employee's or spouse's name
- address section of federal tax return or tax bill for residence
- recent bank or credit union statement in employee's or spouse's name (within 30 days)
- voter's registration card

It is the responsibility of each employee to maintain a current record of address with both his/her respective Division and the Human Resources Division-Administration.

Falsification of records may result in disciplinary action, including termination.

III. EXCEPTION TO HRA 5345

Persons who applied for the position of Police Officer with the City of Memphis Police Services Division after January 27, 2009, but on or before December 31, 2009, with current valid executed agreements allowing for residency no greater than twenty (20) miles outside the boundary of Shelby County, Tennessee who pay the annual fee of $1,400.00 to be deducted by payroll on a monthly basis at the rate of $58.34 per pay period beginning on the first day of employment are excepted from the residency requirement for so long as each person resides outside of Shelby County.