City of Milwaukee
Board of City Service Commissioners

RESIDENCY REQUIREMENT

Instructions:

This form is to be completed by every City of Milwaukee employee:

1. At the time of initial hire or reinstatement to City employment
2. Upon establishing a new residence (moving to a new address).

- The employee must complete all sections of this form.
- Forward a copy of the completed form to your Supervisor and Departmental Payroll Clerk.
- Follow your Department's procedures regarding address changes in the payroll system (i.e. Employee Self-Service, notification to Departmental Payroll, etc.)
- Submit the original completed form to:

City of Milwaukee
Department of Employee Relations
Administration Division
City Hall, Room 706
200 E Wells St
Milwaukee WI 53202

Section 5.02 of the City Charter requires all City employees to be bona fide residents of the City of Milwaukee. The City Service Commission has enforcement responsibility of this provision, and has developed a Residency Policy which applies to all employees. Exceptions to this policy can only be granted by formal action of the Milwaukee City Service Commission. Residency is defined as where you actually live. Owning or renting property, or maintaining space at the residence of a friend or relative within the City of Milwaukee while actually residing elsewhere DOES NOT constitute residency within the meaning of the charter. In cases in which dual (or multiple) residency is an issue, the Commission is authorized to make a determination as to which location constitutes the actual residence. The Dual Residency Policy provides examples of factors which may be considered in determining actual residence.

Both policies are available on the Department of Employee Relations website at www.city.milwaukee.gov/der/policies

Currently, the City Service Commission allows a period of six months beginning on the date of hire for employees who are new to the City Service to establish residency within the City limits.

Employees who fail to comply with the residency ordinance will be subject to termination or discharge from employment.

If you have any questions as to whether your current living arrangement may be in violation of the residency requirement, you should contact your department, bureau or division head immediately. Questions about the residency requirements, or dual residency should be directed to the employee's immediate supervisor or the Department of Employee Relations.

Employee's Name:

Job title of present position:

Department in which employed:

City start date (most recent employment date):

I currently reside at: Address Number and Street | City and State | Zip Code | Primary Telephone Number

I established residency at this address on: (date)

Is this residence inside the corporate limits of the City of Milwaukee? ☐ Yes ☐ No*

* If not, do you have approval from the City Service Commission to temporarily reside outside the City of Milwaukee? ☐ Yes** ☐ No

** If yes, on what date does this temporary approval end?

Do you use living quarters that are regularly available to you at any location outside the corporate limits of the City of Milwaukee? ***If yes, explain on the back of this page.*** ☐ Yes ☐ No

RESIDENCY COMPLIANCE CERTIFICATION

Please sign one of the following statements:

☐ I certify that I am a bona fide resident of the City of Milwaukee within the meaning of Section 5.02 of the City Charter. I understand that I must notify the City of any change of address in a timely manner, and that if circumstances require me to establish residency outside the City of Milwaukee, I must receive approval from the City Service Commission prior to moving outside of the City limits.

Employee Signature: Date Signed:

☐ I certify that I have approval from the City Service Commission to temporarily reside outside of the City of Milwaukee. I understand that this temporary approval expires on the date I have listed above, and that I must establish residency on or before that date. I further understand that it is my responsibility to notify the City of any change of address in a timely manner, and that if circumstances prevent me from establishing residency by the date which has been temporarily approved by the Commission, that I must submit a request for a Finding of Necessity at least thirty days prior to the expiration of the temporary approval period listed above.

Employee Signature: Date Signed:

Revised 01/23/2013