
Section: 1.9 Changes in Employee Data

Effective Date: 12/23/2011

Revision Date:

Approved by: Fire Chief Ehret 12/23/2011

SCOPE:

All Fire department employees are required to maintain a current telephone number, have the correct phone number along with current address information and other employee data on file with the Fire Department. Employee Data includes, but is not limited to, current phone number(s), current address, date of birth, date of hire, Social Security number, marital status, driver's license (class number/expiration date), emergency notification (names/address/telephone numbers) and beneficiary information.

PURPOSE:

The purpose of this procedure is to maintain accurate employee information so that during normal operations or in case of an emergency, correct information is readily available and prompt notifications can be made.

EMPLOYEE RESPONSIBILITIES:

No more than three (3) working days after a change in Employee Data occurs, the member shall provide such information to his/her Captain. At that time, appropriate emergency notification and South Metro Fire Department forms, records can be updated. It is up to the employee to coordinate life insurance beneficiary designation documents, PERA and other beneficiary updates and health insurance updates.

CAPTAIN RESPONSIBILITIES:

Emergency notification information will be reviewed with each member during his/her annual performance evaluation. The Captains will review this information and forward to the Department Secretary for updating.

If the Employee Data change relates to the member's driver's license only (renewal, change of class, etc.), will be considered complete. Any other type of Employee Data change will require the member to fully complete a new Emergency Notification Information Card, and forward to the department secretary. The member will be furnished with his/her copy of the form. The department secretary will enter the changes into department software package. Appropriate beneficiary change forms are available from the department secretary. Changes should be completed within three (3) working days after the change. After completion, the forms should then be forwarded to the Fire Administration Section for distribution to the appropriate departments.