



GENERAL ADMINISTRATION

601.6 – EMPLOYEE PERSONAL INFORMATION CHANGE POLICY

1. Policy Purpose: Keep employee's personnel files up to date.

Policy Coverage: This policy applies to all non-represented and represented employees of the East Fork Fire Protection District.

Effective Date: 09/17/2019

Revised Date: N/A

Policy #: 601.6

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement. For detailed information, please refer to your Collective Bargaining Agreement. ***

2. Policy:

It is the responsibility of each District employee to keep the District informed, in writing within 30 days of the event, of any changes in the following:

- Name
- Address
- Telephone Number
- Marital Status (for benefits and tax withholding purposes)
- Dependents
- Beneficiary designations
- Persons to be notified in the event of an emergency
- Any other information relating to employment status

Supervisors are required to forward updated employee information to Human Resources in a timely and confidential manner.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee, and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.