

Delaware County Emergency Medical Service Standard Operating Guidelines

Subject	Effective	Supersedes	This Sheet	Total
Change of Employee Data	August 1, 2007	All	1	1

All employees are required to maintain a telephone number, whether it is a residential or cellular, as their PRIMARY CONTACT phone number, and have that current phone number and other employee data on file with the Department and the Delaware County Human Resources Department. Employee Data includes, but is not limited to, current address, date of birth, date of hire, Social Security Number, marital status, driver's license (class, number, and expiration date), emergency notification (names/addresses/telephone numbers) and beneficiary information. Beneficiary information is maintained in the County's Human Resources Department.

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 emergency notifications can be made.

EMPLOYEE RESPONSIBILITIES

No more than three (3) working days after a change in Employee Data occurs, the employee shall provide such information to his/her Company Officer and/or Captain. The Company Officer will immediately inform the Captain, who will immediately send that information to the Emergency Services Office Manager and to all other Administrative Staff. At that time, appropriate emergency notification and Delaware County life insurance beneficiary designation documents shall be completed by the employee, if necessary. In addition, the employee shall provide any beneficiary change to the County's Human Resources Department.

COMPANY OFFICER AND ADMINISTRATIVE STAFF RESPONSIBILITIES

Emergency notification information and beneficiary changes will be reviewed with each employee during his/her annual performance evaluation.

Regardless of how much or how little information changes with the employee, an EAF must be completed. This must then be forwarded to the Emergency Services Office Manager. The employee will be furnished with a copy of the EAF when appropriate.

Issuing Authority:



DCEMS Chief Rob Farmer

08/01/2007

Date