



IDYLLWILD FIRE

POLICY TITLE: Employee Information/Emergency Data

POLICY NUMBER: 2038

2038.1 It shall be the policy of IFPD to maintain accurate and vital personal contact information for each employee and commissioner of the District in case of need to contact them. All such information shall be maintained as confidential to the extent allowed by law.

2038.2 It is important that employees promptly notify IFPD of any changes to their personal information including:

- Name
- Home and mailing address
- Home and cell phone telephone numbers
- Number, names, and status of spouse and dependents
- Change of emergency contact information
- Educational accomplishments
- Marital or registered domestic partner status
- Payroll deductions
- Benefit Plan Beneficiary/Benefit Plan Alteration

2038.3 Employees are responsible for notifying the Duty Chief in writing in the event of changes in information as noted above, and as required by this policy or any other District policy/procedure.

2038.4 The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner and a loss of benefits or services by the employee or dependents.

Original Approval Date: 10/08/2013

Board Revised Date: 04/23/2019

Board Reviewed Date: 05/24/2022

5/24/2022

Board Revised Date:


Clerk of the Board