Sacramento County



Probation Department

GENERAL ORDER

Maintenance of Emergency Contact Information Employee Addresses & Telephone Numbers

Purpose and Scope

Employee personal information, including telephone number, address, and emergency contact information are confidential and may only be accessed for official Department purposes or under emergency circumstances. This order outlines the procedures for updating emergency contact information, mailing address and personal telephone numbers.

Affected Personnel

All employees

Authority

Administrative Directive

Effective Date

February 14, 2016

I. Emergency Contact Information

- Employees are responsible for ensuring their emergency contact information is current.
- B. Emergency contact information is maintained in the County Employee Self-Service (ESS) system and in Probation's Employee Directory.
- C. Emergency contact information is only accessible to the employee, Supervisors, Managers, and designated clerical.

II. Updating Emergency Contact and/or Personal Information

- A. Employees can update emergency contact information and personal telephone numbers in the Employee Directory by clicking on the edit icon in the corner of their directory page.
- B. Updating emergency contact information in the Employee Directory does not update the County ESS system. Employees should ensure emergency contact information is current in both systems.
- C. Updating your mailing address in the ESS system automatically notifies Employee Benefits, the Department of Personnel Services, and Fidelity Investments of any changes. ESS does not notify County retirement. Employees must report a change of address to the Sacramento County Employee Retirement System (SCERS) office. For details, go www.SCERS.org.

III. Requests for Employee Personal Information

- A. Employee emergency contact information, personal telephone numbers, home or mailing addresses shall not to be given out unless there is a verified emergency need for the information.
- B. If a non-emergency request for an employee's personal telephone number or address is received, obtain the caller's name and contact information, then notify the employee as soon as practicable.

Attachments

N/A

Amends/Replaces

Administrative Policy & Procedure, Emergency Contact Information: 6/2005 Administrative Policy & Procedure, Employee Home Phone Numbers & Addresses: 6/2005