



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

- A. 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.

