

# Barstow Cemetery District

**POLICY TITLE:** Employee Information/Emergency Data

**POLICY NUMBER:** 3110

## 3110.1

It shall be the policy of the District to maintain accurate personal contact information for each employee and Director of the District. All such information shall be maintained confidential to the extent allowed by law.

## 3110.2

It is important that employees promptly notify the District and San Bernardino County EMACS of any changes to their personal information including:

- Name, Home and Mailing Address, Telephone Numbers, Change of Emergency Contact Information, Change of Military Status Payroll Deductions, Benefit Plan Beneficiary

## 3110.3

Employees are responsible for immediately notifying the General Manager in the event of a name, address or other vital information change as required by this policy or any other District policy/procedure.

## 3110.4

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

## 3110.5

Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of his or her job, as well as any documents showing that education or training relevant to employment has been completed.

## 3110.6

Release of Information. Personnel records are considered confidential. Employees may examine their own personnel file upon request to the District General Manager (written request is preferred). Each employee shall have the right to inspect or copy their personnel file within twenty-one (21) calendar days of the request. If the District provides copies of the personnel file, the actual cost of reproduction may be charged. All information contained therein is District property and may not be removed by the employee but may only be copied. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. This authorization must be signed and dated. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested.