EMPLOYEE CONTACT INFORMATION

1. **Designation**

Upon appointment, every employee shall indicate to the Human Resources Department the name, address, telephone number and relationship of the person who should be notified in case of any emergency. The Human Resources Department shall also be notified immediately of any changes an employee desires to make on his or her emergency designee.

2. **Notification**

In case of an accident or condition which would require hospitalization of an employee past his or her normal quitting time, the following steps shall be taken:

A. Division Head will be immediately notified of the situation.
B. Division Head will immediately notify the Human Resources Director, who in turn shall notify the person designated by the employee to be notified in case of an emergency. In the event the person cannot be reached, the Human Resources Director shall continue attempts to reach the individual until proper notification has been made.
C. The Division Head shall also ensure that the injured employee's needs are taken care of until the arrival of the individual designated.

3. **Notification in the Event of Death**

In the case of the death of an employee during working hours, the following steps shall be taken:

A. Division Head will be immediately notified.
B. Division Head will immediately notify the Human Resources Director. Following notification to the Human Resources Director, the Department Head shall then be notified.
C. Human Resources Director will make the arrangement for appropriate notification of the person designated. This would normally be done by a personal visit of the employer representative to the person designated by the employee.

4. **Notification in Event the Office is Closed**

In the case of notification taking place as listed above while City offices are closed, the Department Head or designated representative shall attempt to contact the Human Resources Director. If the Human Resources Director is unavailable, the Department Head or designated representative will be substituted for the Human Resources Director. A report of this action will be provided the Human Resources Director at the earliest possible date.

This regulation supersedes Administrative Regulation No. 9-5, effective July 8, 1974.