

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **CHANGE OF EMPLOYEE DATA - Phone, address, etc.**

**MP 102.04 03/06 - R**

All Fire Department employees are required to maintain a telephone in his/her residence and have the current phone number and other employee data on file with the Fire Department and the City Personnel Department. Employee Data includes, but is not limited to, current address, date of birth, date of hire, Social Security number, marital status, driver's license (class number/expiration date), emergency notification (names/addresses/telephone numbers) and beneficiary information. Additional beneficiary information is maintained in the City Retirement office and the City Human Resources Information System (CHRIS).

#### **PURPOSE**

The purpose of this procedure is to maintain accurate employee information so that during normal operations or in case of an emergency, correct information is readily available and prompt notifications can be made.

#### **EMPLOYEE RESPONSIBILITIES**

No more than three (3) working days after a change in Employee Data occurs, the member shall provide such information to his/her Battalion or Section Office. At that time, appropriate emergency notification and City of Phoenix life insurance beneficiary designation documents shall be completed by the member and/or the Battalion/Section Office. In addition, the member shall provide any beneficiary change to the City Retirement Office. The Retirement Office can be contacted at (602) 534-4400.

#### **BATTALION OR SECTION OFFICE RESPONSIBILITIES**

Emergency notification information and beneficiary changes will be reviewed with each member during his/her annual performance evaluation (PMG). Middle managers and executives will review this information with the annual performance achievement review.

If the Employee Data change relates to the member's driver's license only (renewal, change of class, etc.), Form 60-288D, Employee Personal Information, will be completed. Any other type of Employee Data change will require the member to fully complete a new Emergency Notification Information card, 90-69D, and forward to Fire Personnel. (The new information will be transferred to a copy of Form 60-288D and both forms will be forwarded to the Fire Personnel Section.) The member will be furnished with his/her copy of Form 60-288D. (Note: Battalion Offices will enter the changes into C.A.D. for Operations members. The Fire Personnel Section will update C.A.D. for all others.) The Fire Personnel Section will update information into CHRIS. Appropriate beneficiary change forms are available at the battalion office and Fire Payroll and should be completed within three (3) working days after the change. After completion the forms should then be forwarded to the Fire Personnel Section for distribution to the appropriate departments.