

Mandatory Emergency Contact Information Policy

Unit: [Human Resources](#)

Contact: Nancy Whittaker

Effective Date: 1/3/2011

Title: Associate Vice President for Human Resources

Revision Date: 11/12/2018

Purpose

The Division of Finance and Operations has adopted this policy to assist Finance and Operations management and administration in contacting their employees and/or specified individuals during times of disasters and other emergencies. This information will be used to conduct welfare checks and contact employees to report to work.

Policy

Effective June 1, 2011, as a condition of new and continued employment, all individuals who work in the Division of Finance and Operations are required to enter information into the myBama portal of Banner Self Service and to keep such contact information current. This includes address, phone and email information for the employee as well as the same information regarding individual(s) who should be contacted in the event of an emergency concerning the employee.

Departmental Responsibilities

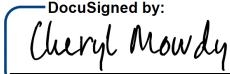
It is the responsibility of each department head within the Division of Finance and Operations to make certain their employees comply with this policy and that employee and emergency contact information is kept current. Department managers are expected to provide assistance as necessary for the required information to be entered and updated in Banner Self Service.

Periodic reports may be requested by Finance and Operations management and administration to ascertain that employees comply with this policy. Employees who do not follow the policy are subject to appropriate disciplinary action.

Scope

This policy applies to all faculty and staff in the Division of Finance and Operations.

Office of the Vice President of Finance and Operations

Signed:  11/12/2018
Cheryl Mowdy
Assistant Vice President for Finance and Operations