

CITY OF SAINT PETER
EMPLOYEE INFORMATION UPDATE

In order to maintain accurate information on City employees it is necessary to periodically ask each employee to update their personnel information. Home addresses and telephone numbers are considered private data. Only employees who are required to maintain this information in the normal course of their duties will have access to this information. Requests by the public or other employees for home phone numbers (land lines and cell phones) and/or addresses of City employees will be denied.

Please complete the information below and return the form to the City Administrator's office. Thank you.

Employee Name: _____
(PLEASE PRINT!)

Address: _____

Home Phone #: _____
(with area code)

Personal Cell #: _____
(with area code)

In the event of an emergency at work, who would you like us to contact? Please note that in the event of an emergency, your completion of this information authorizes City officials to provide information on your condition, **including any medical information if known**, to the individual(s) listed below.

Emergency Contact: _____
Name Relationship to Employee

Telephone Number (with area code)

Is there any additional emergency information/numbers you would like us to know?

Employees are required to keep the City Administrator's office updated in the event this personal information changes.

Effective Date: _____

Employee Signature: _____