



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT EMPLOYEE INFORMATION	POLICY NO. 609.01	EFFECTIVE DATE 04/06/2010	PAGE 1 of 1
APPROVED BY:  Director	SUPERSEDES 609.01 04/06/2010	ORIGINAL ISSUE DATE 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To state the responsibility of Los Angeles County-Department of Mental Health (LAC-DMH) employees in keeping personnel information current.

POLICY

- 2.1 Each employee of LAC-DMH shall keep his/her respective supervisor and the DMH-Human Resources Bureau (HRB) informed of any changes in address, telephone number, name, and parties to be notified in case of emergency. DMH-HRB shall treat this information as confidential. Additionally, the Confidential Emergency Contact Information Form shall be completed by the employee annually with each performance evaluation. The Name Change and Change of Address forms may be obtained from the immediate supervisor or from DMH-HRB, or from the DMH intranet website.

AUTHORITY

Department of Mental Health Policy

REVIEW DATE

This policy shall be reviewed five (5) years following the date of approval.

RESPONSIBLE PARTY

Department of Mental Health – Human Resource Bureau