



GENERAL ORDER

Employee Information Form

Date: April 19, 2021

Number: 21.034

Effective Date: April 19, 2021

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

The FRF 905 New Employee Information has been updated and renamed Employee Information Form. The Employee Information form is located in SharePoint, under the DFREM Site, -> DFREM Forms, -> Form Type: Employee, -> FRF 905 Employee Information.

This form will be utilized for new employees to submit information required to be entered into department programs such as Telestaff, ImageTrend, PSTrax, etc. This form will also be shared with the respective county departments when required, such as Human Resources and Information Technology.

This form will also be utilized when an employee requires an update to information that has changed. Things such as Emergency Contact Information, Address Change, and Name Change are all examples of what can be done with this form. The goal is to streamline the process so that, 1) the change can be entered in a timely manner, and 2) the employee only has to make one notification of this new information.

With this newly updated form, all department personnel are going to be required to submit the form to allow a department wide update of information. **The specific information needed for this department wide update is Address and Date of Birth.** To help avoid an overload, the below schedule should be followed. Employees should not submit their form until the dates indicated. Accordingly, employees should have the form submitted by the date indicated. This will be done by shift.

A-Shift: Submission may begin on April 20, 2021 and should be submitted by April 26, 2021

B-Shift: Submissions may begin on April 21, 2021 and should be completed by April 27, 2021

C-Shift: Submissions may begin on April 28, 2021 and should be completed by May 4, 2021

D1-Shift: Submissions may begin on April 23, 2021 and should be completed by April 29, 2021

D2-Shift: Submissions may begin on April 21, 2021 and should be completed by April 27, 2021

For office and administrative personnel: Submission begins May 3, 2021 and should be completed by May 7, 2021.

Questions regarding this general order should be directed to Technician Jordan Coleman or Assistant Chief Gillam.