Labor Code § 1555 Emergency Contact & Notification Preference Form

Under Labor Code § 1555, your employer is required to allow you to provide emergency contact information and to indicate whether you would like your emergency contact notified if you are arrested or detained at work. If such an event occurs and your employer is aware of it, they will notify your designated emergency contact if you have chosen that option.

Employees who would like to designate an emergency contact should complete the form below and email the completed copy to hr@csusm.edu.

Employee Information	**Employee Name:** _____ **Campus ID Number:** _____ **Job Title:** _____ **Department/Location:** _____
Emergency Contact Information	**Name of Emergency Contact:** _____ **Relationship to Employee:** _____ **Phone Number:** _____ **Email (Optional):** _____

Notification Preference

Pursuant to Labor Code section 1555, if I am arrested or detained on the worksite, I:

☐ **REQUEST** that California State University San Marcos notify the emergency contact listed above.

☐ **DO NOT REQUEST** that California State University San Marcos notify my emergency contact.

I understand that I may update this information at any time.

Employee Signature: _____ **Date:** _____