

# Employee Notification System

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The City of Little Rock currently utilizes the Blackboard Connect Notification Service to send important information, such as City office(s) closure, inclement weather information and emergencies both of a natural and man-made nature, etc. With the Blackboard Connect Service, you can receive information sent via phone, text message, or email within minutes. Participation is completely voluntary and up to nine (6) means of contact (mobile phone, land line, text message, or email) can be registered. The Service is free depending on the texting package you have with your cellular carrier.

***NOTE: You MUST have AT LEAST one telephone number in order to utilize the notification system.***

**Employee Number:** \_\_\_\_\_ **New Form**      **Updated Form**      **Opt-out**

\_\_\_\_\_  
**First Name (Print)**

(     )                      -

\_\_\_\_\_  
**Last Name (Print)**

(     )                      -

\_\_\_\_\_  
**Home Phone**

(     )                      -

\_\_\_\_\_  
**Mobile Phone**

(     )                      -

\_\_\_\_\_  
**Work Phone**

\_\_\_\_\_  
**Text Message (SMS Phone)**

\_\_\_\_\_  
**Email Address 1**

\_\_\_\_\_  
**Email Address 2**

Please return the completed form to your respective time-keeper or the Human Resources Department. Should you need to make changes to the information above, or wish to opt-out of the system, you must complete a new form. Please understand that if you choose to opt-out, it may take up to two payroll periods before your information is removed and you will no longer receive any notifications from this service. If you have questions or need information regarding this service, please contact Human Resources at (501) 244-5465. Completed forms may be returned via fax # (501) 371-4496 or e-mailed to [sedgar@littlerock.gov](mailto:sedgar@littlerock.gov).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**