

# Employee Notification System

The City of Little Rock currently utilizes the Blackboard Connect Notification Service to send important information, such as City office closures 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 call, text message, or email within minutes. Participation is completely voluntary. This 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.***

_____	<input type="checkbox"/> New Form	<input type="checkbox"/> Updated Form	<input type="checkbox"/> Opt-out
<b>Employee Number</b>			
_____			
<b>First Name (Print)</b>			
_____			
<b>Last Name (Print)</b>			
(_____)_____			
<b>Home Phone</b>			
(_____)_____			
<b>Home Phone (alternate)</b>			
(_____)_____			
<b>Work Phone</b>			
(_____)_____			
<b>Work Phone (alternate)</b>			
(_____)_____			
<b>Mobile Phone</b>			
(_____)_____			
<b>Mobile Phone (alternate)</b>			
(_____)_____			
<b>Text Message (SMS Phone)</b>			
_____			
<b>Email Address</b>			
_____			
<b>Email Address (alternate)</b>			

Return the completed form to your time-keeper or the Human Resources Department. Should you need to make changes to your information already on file, 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 four weeks before your information is removed and you no longer receive notifications. If you have questions or need information please contact Human Resources at (501) 371-4590. Completed forms may be returned via fax (501) 371-4496 or emailed to [HRAdministration@littlerock.gov](mailto:HRAdministration@littlerock.gov).

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

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