



March 12, 2026

BULLETIN!

Action Required by March 30: Emergency Contact Requirement



As originally reported in our [2025 Issues on the Radar](#) recap and [Know Your Rights Act Bulletin \(1/7/26\)](#), **Senate Bill (SB) 294** required employers to distribute the Workplace Know Your Rights Act notice by February 1, 2026. The next deadline for the Act carries an additional requirement that must be completed by March 30, 2026.

What Employers Must Do By March 30

Employers are required to provide current employees the opportunity to:

1. Name an emergency contact
2. Indicate whether that contact should be notified if the employee is arrested or detained on their worksite

This applies to current employees and to all new hires at the time of hire after March 30, 2026. Employees must also be able to update their emergency contact information anytime during employment.

Why This Matters

The law requires employers to notify the designated contact if an employee is arrested or detained:

- **On the worksite** - notification is required if the employee has requested it
- **During work hours or while performing job duties off-site** - notification is required *only* if the employer has actual knowledge

Recommended Action

1. Provide employees and new hires with a form to designate an emergency contact, **by March 30.**
2. Record whether the employee directs you to notify that contact if arrested or detained.

3. Keep all responses documented in writing.

Penalties for Non-Compliance:

- \$500 per day, per employee
- Maximum \$10,000 per employee

Failure to meet this requirement can result in significant penalties, so employers should act now to ensure compliance.

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