

EMPLOYEE INFORMATION, CONFIDENTIAL

POLICY

The Board believes in protecting the rights of employees regarding confidential information contained in the employee file. To this end, employee lists (including addresses and phone numbers) shall be considered confidential and are not to be released to outside organizations or individuals. Further, the release of other information concerning employees shall be done only after proper release has been granted by the employee.

PROCEDURE

1. Employee lists and directories including names, addresses and telephone numbers of employees are not to be released to outside organizations or individuals.
2. School employees having access to any information or data concerning other employees are not to use this information or data for any purpose unrelated to school purpose.
3. This policy and procedure does not apply to normal administrative operation such as filing state and accrediting reports.

Adopted 07/13/65; Amended 08/19/76; Reviewed 04/21/94, 11/15/07