

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 7146

### Release of Employee Personal Information

Date Adopted: 2/1/1983

Date Revised: 3/20/2015

Date Reviewed: 4/5/2019

References: California Constitution, Article 1, Section 1, Government Code Sections 6250 et seq.; Civil Discovery Act of 1986, Commencing with Code of Civil Procedure Section 2016

This procedure assures confidentiality of personal information on individual employees.

The Chief Human Resources Officer or designee will not disclose any personal data unless the individual has provided a written release of such information, except as listed below:

- Bank, loan, and credit agencies will be given information to establish confirmation of employment of an individual applying for credit. Such information shall be limited to date of hire, length of employment, classification held, full- or part-time employment, and confirmation of earnings.
- Representatives from the Federation of United School Employees (FUSE), the Sierra College Faculty Association (SCFA) and the Sierra College Management Association (SCMA) will be given the following information: name of employee, address of employee, home telephone, classification held, date of hire, and seniority date.
- Information defined as “public records” pursuant to the California Public Records Act, commencing with Section 6250 of the Government Code pursuant to order of a court of competent jurisdiction or other state or federal agency of competent jurisdiction.
- District employees who have a “need to know” such information to carry out their duties.