HUMAN RESOURCES

Release of Confidential Information

I. Release of information pertaining to active employees:

A. When a request is made for release of information concerning employment of current personnel, a response shall only be made when the individual employee has signed a statement authorizing the release of such information.

B. When written requests are received without the employee's signature authorizing the release of confidential information, the request shall be returned to the requesting party. A statement shall accompany the returned request indicating that the information shall not be provided without authorization from the individual employee.

C. Except for verifying employment, requests for employee information, which are made by telephone or in person, shall not be answered without authorization from the employee.

D. Staff shall verify that an individual is an employee of the Prince William County School Board; however, additional information concerning employment, such as work location, salary, etc., shall not be provided without written authorization from the employee.

II. Release of information pertaining to inactive employee personnel files:

A. When a request is made for release of information concerning an inactive employee, a response shall only be made when the inactive employee has signed a statement authorizing the release of such information.

B. When written requests are received without the employee’s signature authorizing the release of confidential information, the request shall be returned to the requesting party. A statement shall accompany the returned request indicating that the information shall not be provided without authorization from the individual employee.

C. Records Center staff shall verify the employment history and salary for inactive employees when provided a written verification request signed by the inactive employee. No additional information will be released by the Records Center. Requests for information other than employment history and salary information
shall be referred to the appropriate designee in the Department of Human Resources.

The Associate Superintendent of Human Resources is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2012.