

## **Employee Information**

### Section A - Introduction

It is the policy of the Board of Education that personal information of our employees will be protected from general public access, except as required to be disclosed by applicable law. All employees with access to employee personal information are required to maintain confidentiality and privacy with regard to any information accessed within the scope of their responsibilities.

### Section B - Annual Update of Information

Employees will be reminded to update their personal information at the beginning of each school year. This may include, but is not limited to, name, marital status, spouse's name, home address, home phone, cell phone, emergency contact names and phone numbers, doctor and hospital numbers, and any emergency medical information that would be crucial in case the employee has a medical emergency at school.

### Section C - Employee Directory

A district employee directory can contain the employee name, title, work email address, and work telephone number. This directory may be made available for access by the public on the district's website and in printed form.

Employees' home phone and cell phone numbers will be made available to their supervisors and within their department. All employees' home phone numbers and cell phone numbers will be available to building and district administration.

Employees will have the option of not having published their home address, home phone, cell phone and/or spouse information in a printed or electronic district employee directory. This directory will be accessible only to district employees with a log-on and password to the district administrative software system.

### Section D - Employee Emergency Contact Information

Emergency contact information will only be available to an employee's supervisor, building or district administration, and nurses. Emergency medical information will only be accessible to nurses employed by the district and members of the Human Resources Department.

### Section E - Employee Directory Information for Outside Entities

Employees shall not make directory information available to any outside entity or individual unless the entity or individual is conducting school business and has written approval from the Superintendent. The unauthorized release of any of the above-stated information shall be grounds for disciplinary action including but not limited to termination of employment.

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