St. Tammany Parish School System
Internal Audit Report
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Report Related To St. Tammany Parish School System Employee Confidential Information
February 4, 2025

I have performed the procedures below over the St. Tammany Parish School System employee confidential information as of January 2025. The St. Tammany Parish School System's (School System) management is responsible for ensuring the proper security and maintenance of employee confidential information.

This report is intended to be used by management and the applicable user to ensure the School System is accountable to the public and all related reporting bodies as required by all applicable regulations.

The procedures and results are as follows:

Security of School Site Employee Information

Internal Policy Reference: CG

This policy states that any employee records are confidential and even board viewing must remain confidential. Additionally, it states that releasing such information is subject to disciplinary action.

Related Law/Audit Guidance: Title 44:11

This statute states that personnel records are confidential. It further defines a public employees' confidential records and lists all items under which should be considered confidential.

Review: All School locations were subject to testing. All high schools were automatically selected due to their size and their larger volume of employees, including additional activity bus driver confidential information. A total of 28 (55%) schools were selected and tested.

Findings: A total of 7 schools had employee information that was not properly secured. Out of the 7, 3 were noted to have files not properly locked or secured. 2 locations were noted to have non-privileged access to employee records and files not properly locked or secured. Additionally, 2 more schools were noted to have non-privileged access to employee records.

Recommendation: Any employees personal or identifying information needs to be secured at all times. It is imperative this information stay secured throughout the school day when multiple individuals are in and out and have access to such information. Each employee who has access to such information needs to be securing the information anytime they step away from the files. I recommend management act to remove all employee files at the site level. After discussion with Human Resources it was noted that all confidential information on site

were duplicates of those stored centrally. Furthermore, the risk of storing this information or shipping the information via courier far outweighs any benefits from storing copies on site. All of this information is accessible via Munis or online. Per discussion with the Assistant Superintendent of Human Resources, in order to keep employee's information safe and secure, management will be accepting the recommendation to remove all employee files at the site level.

Security of School Site Employee Just Causes

Internal Policy Reference: CG

This policy states that any employee records are confidential and even board viewing must remain confidential. Additionally, it states that releasing such information is subject to disciplinary action.

Related Law/Audit Guidance: Title 44:11

This statute states that personnel records are confidential. It further defines a public employees' confidential records and lists all items under which should be considered confidential.

Review: All School locations were subject to testing. All high schools were automatically selected due to their size and their larger volume of employees, including additional activity bus driver confidential information. A total of 28 (55%) schools were selected and tested.

Findings: A total of 8 schools just causes were not properly secured. Out of the 8, 3 were noted to have just causes not properly locked or secured. 2 locations were noted to have non-privileged access to just causes as well as not having them properly locked or secured. Additionally, 2 more schools were noted to have non-privileged access to employee records. Finally, 1 school was noted to have not kept their just causes.

Recommendation: All administrators at each school need to be aware of their responsibly related to just cause write ups. I recommend that during training all administrators are reminded of their responsibility related to just causes to ensure that all of the information is secure and properly stored.

Security of School Site Activity Driver Files

Internal Policy Reference: CG

This policy states that any employee records are confidential and even board viewing must remain confidential. Additionally, it states that releasing such information is subject to disciplinary action.

Related Law/Audit Guidance: Title 44:11

This statute states that personnel records are confidential. It further defines a public employees' confidential records and lists all items under which should be considered confidential.

Review: All School locations with activity drivers were subject to testing. A total of 8 schools were noted to have activity drivers. All 8 locations with activity drivers (100%) were tested.

Findings: A total of 3 schools activity driver files were not properly secured. These 3 schools were noted to not be properly secured due to the files not being locked up.

Recommendation: Any employees personal or medical identifying information needs to be secured at all times. It is imperative this information stay secured throughout the school day when multiple individuals are in and out and have access to such information. Each employee who has access to such information needs to be securing the information anytime they step away from the files.