

## **GBJ—Personnel Records and Files**

### **Definition**

Items of public record are:

- public service history,
- classification,
- pay grade and step,
- longevity,
- gross salary and salary history, and
- workplace and employing agency.

### **Personnel Files**

An official personnel file for each employee will be maintained by this School. Each file will contain any and all material relevant to the evaluation of the employee. Timely notice will be given to the employee of all materials placed in the personnel file. The employee will have the right to attach a rebuttal to any materials that are objected to by the employee.

### **Confidentiality**

Personnel files are confidential with the exception of items of public record contained in the file. Any employee found to have accessed a personnel file(s) and broken confidentiality shall be disciplined according to the gravity of the situation; up to and including, immediate dismissal.

### **Access to Files**

Personnel files shall be kept under locked storage at all times.

An employee has the right to access his or her own personnel file upon request and will be provided copies of any and all materials contained in the file. The Administrator, or designee, may be present during the time an employee reviews the file to ensure that all documents remain secured.

Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.

A log shall be kept within each file detailing the name of the individual and purpose for accessing the personnel file.

### **Social Security Number and Transmission of Records**

A person or entity shall not, unless specifically provided by law:

- Intentionally communicate or make an individual's social security number available to the general public.

- Print an individual's social security number on any card required for the individual to receive services.
- Require the transmission of an individual's social security number over the internet unless providing a secure connection or the social security number is encrypted.
- Require the use of an individual's social security number to access a web site unless a password or unique personal identification number or other authentication device is also required.
- Print a number that the person or entity knows to be an individual's social security number on any materials that are mailed to the individual unless required by law to place these numbers on the material.
  - This does not preclude the transmission of documents of enrollment, amendment, termination, or contracting for financial services nor does it preclude transmitting documents confirming the accuracy of the numbers previously submitted.
  - No requirement is made to check third party submitted numbers and unless the recipient of the number has actual knowledge that the number is or includes the individual's social security number, the person or entity may print the number on materials that are mailed to the individual.
  - No prohibition on mailing the individual any copy or reproduction of a document that includes a social security number is made if the social security number was included on the original document before January 1, 2005.
  - The exception is that if a social security number has been used inconsistent with the use described above after January 1, 2005, so long as the usage is continuous, the person or entity may continue to use the number subject to the conditions below:
    - If the use stops for any reason then the social security number cannot be used and the use reverts to the conditions bulleted above.
    - Each year the entity must provide the individual with an annual written disclosure of the individual's right to stop the use of the social security number as prohibited above.
    - If an individual requests in writing, the person or entity must stop using the number in any manner conflicting with the law. No fee or charge is allowed, and the entity shall not deny services to the individual because of the request.

The law does not prohibit the collection, use or release of a social security number required by the laws of this state or the United States or for internal verification or administrative purposes.