

RELEASE OF EMPLOYEE INFORMATION

The Library shall maintain strict confidentiality of employee records. However, operating requirements do occasionally necessitate disclosure of employee information. This policy shall outline circumstances in which employee information will be disclosed to outside organizations.

The Library's Business Office shall be the sole communicator to outside organizations regarding employee information.

Garnishments/Levies/Support Orders

Upon receipt of a properly authorized request to release information or initiate deductions from an employee's pay, the Library will release salary/wage information and begin deductions from pay.

Lenders/Credit Organizations

Upon receipt of an authorized request that includes the employee's signature, the Library will release information for which the employee permits. The Library will not respond to any telephone requests for information.

Prospective Employers

Upon specific request, the Library will provide information for reference purposes which will be limited to job title(s) held, dates of employment, and earnings at termination.

Other Outside Organizations

The Library shall consider the release of information to other outside organizations upon written authorization by the employee. Such authorization shall be specific as the information authorized for release, information for which the employee does not authorize in writing shall not be released.

Employee information requests pursuant to governmental, court, or legal order shall be considered for release by the Library.