

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR P-102
		EMPLOYEE INFORMATION RELEASE
ISSUE DATE: January 18, 2006	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: <u>Legacy Personnel Guides:</u> B 406 Information – General release B 509 Address – Employee Responsibility	CHANGES: New	

I. POLICY

Each location is responsible for developing internal procedures that ensure that information about an employee is released according to District policy and procedures.

II. DEFINITIONS

- **Directory Information** consists of the work-related contact information that is generally not considered harmful or an invasion of privacy if disclosed to the public via directories, website, and publications and which is generally used to facilitate communications among employees, students, and the public.
- **Personal Information** consists of the information that the District collects and maintains on an individual employee as part of its legal requirements as an employer, information which is necessary in order to issue salary payments and provide medical benefits, and information which may not be released or disclosed except under specified circumstances.
- **Work-Related Information** consists of access to specific data elements associated with an employee's personal information needed by persons employed by the District to perform their functions.

III. REQUIREMENTS

A. Directory Information

1. Directory information is that information which is not exempt from disclosure under provisions of the California Public Records Act and other applicable state or federal law and which is typically included in the following:
 - Work Telephone, Email, Function/Department, Faculty/Staff Directories
 - College catalogs, schedule of classes, programs, brochures
 - Websites
 - Business Cards
 - Hallway Directory Displays, Bulletin Boards
 - Nameplates
2. Table 102A, Directory Information (at right), identifies work-related contact information considered acceptable for release without an employee's permission.
3. Directory information is the property of the District and may not be used, rented, distributed or sold for commercial purposes.

TABLE P-102A DIRECTORY INFORMATION
Name
Position Title
Location Assigned
Department
Building-Room Number
Work Mailing Address
Work Telephone Number
Work Email Address
Work Web Page Address

B. Work-Related Access to Computerized Employee Information

1. All employees have access to the following information about all employees in the District through the reporting system in the District portal, email and web-based telephone directory systems. Individual locations may choose to make some or all of the following information available to the public to facilitate communications.
 - Employee First and Last Name
 - Location and Department
 - Position Title
 - Work Telephone Number
 - Work Email Address
 - Work Website Address
2. Employees authorized a role as a Personnel Assignment Approver or Initiator have access to the following additional information:
 - Employee Identification Number (aka Employee Number, Personnel Number)
 - Employee Social Security Number (last four digits)
 - Employee Personnel Area, Personnel Sub-Area, Group, and Sub-Group
 - Employee Job Start and End Date
 - Employee Leave Start and End Date
 - Employee Salary Charge Account (Fund, General Ledger, and Fund Center)
 - Employee Job and Job Code
 - Employee Birth Date and Sex (Gender)
3. Employees authorized a role as a Personnel Assignment Approver or Initiator for those in the approver's department or subordinate departments have access to the following additional information:
 - Employee Home Telephone Number
 - Employee Home Address (Official)
 - Employee Home eMail Address
 - Employee Salary (Hourly Rate, Wage Type, Pay Scales, Step and Column)

C. Release of Personal Information

1. Requests for personal information must be submitted in writing. The allowable exception to the written requirement is when a verbal request as to whether an employee is or was employed by the District. Under such circumstances, a simple "yes" or "no" answer may be given. Should additional information be requested, a written request must be submitted.
2. Requests for personal information other than employment references received by a college should be forwarded to Services Unit, Human Resources.
3. All personal information maintained on an employee is to be considered private and maintained in a manner that insures security.
4. Employees have the right to view the information on file at any reasonable time and as specified in the applicable collective bargaining agreement.

D. Categories of Information

1. The Division Head (or designee) who holds the information may release it to the designated group(s) of requesters as defined in Table P-102B, Classification of Information.
2. **Credit Verification**
 - a. Telephone calls or written requests received as part of a credit verification process should be referred to Human Resources, District Office.
 - b. Responses to such requests shall be based on the District's policy on the release of employee information as shown in Table P-102B, Classification of Information, and Table P-102C, Release of Information below.
 - c. Information that is not classified as "releasable" as a public record requires the employee's written consent.
3. **Reference Letters**
 - a. The person to whom the request was directed should answer letters requesting references. If such person is no longer in service, the inquiry should be referred to Human Resources, District Office.
 - b. Letters directed to the Los Angeles Community College District in general should be directed to Human Resources, District Office.
4. **Employee Organizations**

Requests for personnel information received from representatives from employee organizations should be directed to Employer-Employee Relations, District Office for an appropriate response.
5. **Subpoenas, Court Orders, and Requests from Outside Agencies**

Requests for personnel information received in the form of a subpoena, court order, or request from an outside agency including but not limited to law enforcement agencies should be forwarded to the Office of General Counsel, District Office for an appropriate response.

E. Required Disclosure of Security Breach (California Information Practices Act)

1. Any breach of security involving an employee's personal information is to be immediately reported to Employer-Employee Relations upon discovery.
2. For purposes of this requirement, a breach of security occurs when unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person.

3. Personal information in this context means an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:
 - Social Security Number
 - Driver's license number of California Identification Card
 - Account Number (which could include employee identification number) if in combination with any required security code, access code, or password, would permit access to an individual's financial account.

F. Use of Social Security Number

1. California Civil Code restricts the use of Social Security Numbers.
2. In the LACCD Social Security Numbers are used primarily upon initial employment, for payroll, and federal and state tax reporting purposes.

G. Sale of Mailing List to Recognized Employee Organizations

1. Mailing lists comprising the names and addresses of employees who have granted release of such information may be purchased by recognized employee organizations as authorized under Board Rule 10801 and implemented under Administrative Regulation PS-2.
2. Such restriction should be made by marking the "Restriction on Release of Address / Telephone" section of the Address and Warrant(s) Recipient Designation form.
3. When information has been restricted, it will not be released.

TABLE P-102B CLASSIFICATION OF INFORMATION	
Group	Definition
1	Any person who submits a written request for information in accordance with the District's policy on the release of information in response to a request to inspect public records.
2	Any management employee of the District who has a legitimate business reason to obtain the information.
3	The employee himself / herself or any person, including his/her union representative, authorized by the employee in writing.
4	Collective Bargaining Representative, unless employee has requested non-disclosure.
5	Release to District-related organizations in the form of mailing list, unless the employee has requested non-disclosure.
6	Outside potential employer
7	Government agencies, i.e., Internal Revenue Services (IRS), Child Support Services, etc.

**TABLE P-102C
RELEASE OF INFORMATION**

TYPE OF INFORMATION	1	2	3	4	5	6	7	RESPONSIBLE OFFICE
EMPLOYEE INFORMATION								
• Social Security Number		X	X				X	Human Resources
• Birth Date, Birthplace		X	X				X	Human Resources
• Address, Residence		X	X	X			X	Human Resources
• Telephone Number		X	X	X			X	Human Resources
• Gender (Sex)	X	X	X			X		Human Resources
• Ethic Identification		X	X					Office of Diversity Programs
• Credentials Held		X	X ¹					Human Resources
• Degree on File		X	X					Human Resources
• Schools Attended, Transcripts, Points		X	X	X				Human Resources
ASSIGNMENT								
• Location Assigned	X	X	X	X	X	X	X	Human Resources
• Classification	X	X	X	X	X	X	X	Human Resources
• Status	X	X	X	X		X	X	Human Resources
• Leave of Absence Status		X	X					Human Resources
• Leave of Absence Record		X	X	X				Human Resources
• Medical (Health Services) Record		X						Human Resources
• Salary (Rate, Schedule, Step)	X	X	X			X	X	Human Resources
SELECTION PROCESS								
• Academic Evaluation, Placement		X	X					Human Resources
• Application Status, Academic Service		X	X					Human Resources
• Committee Evaluations		X						Human Resources
• Reference Content, Non-Confidential		X	X					Human Resources
• Reference Content, Confidential		X						Human Resources
• Reference, Oral Summary		X	X					Human Resources
• References, Quality							X	Human Resources
• Service Outside District								Human Resources
• Folder, Point		X	X	X				Human Resources
• Examinations, Classified Service		X	X					Personnel Commission
LACCD SERVICE								
• Attendance Record		X	X					Location Time Reporting Office
• Illness Payments		X	X					Payroll Services
• Continuous service since [Date]	X	X	X	X		X	X	Human Resources
• Dates, Other	X	X	X	X		X	X	Human Resources
• Employed or not	X	X	X	X		X	X	Service Unit, Human Resources
• Performance Report (Details)		X	X	X				Employer-Employee Relations
• Performance Report (Summary)		X	X	X		X ¹		Employer-Employee Relations
• Complimentary Letters		X	X					Human Resources
• Folder, Disciplinary Actions		X					X	Employer-Employee Relations
• Folder, Personnel		X	X				X	Human Resources
• Hearing Report		X	X					Employer-Employee Relations
¹ With employee consent.								

IV. ADDITIONAL SOURCES

CALIFORNIA CIVIL CODE

1790 California Information Practices Act
1798.85 Use of Social Security Numbers

CALIFORNIA GOVERNMENT CODE

6250 California Public Records Act

LACC BOARD RULES

Chapter VII. Business and Fiscal Services, Article VII Records

[7700 Request to Inspect Records](#)

Chapter X. Human Resources

Article 1 Personnel Services

[10104 Information Regarding Employees](#)

Article VIII Officially Recognized Employee Organizations

[10801 Sale of Mailing List of Employee Names and Addresses to Recognized Employee Organizations](#)

LACCD ADMINISTRATIVE REGULATIONS

[B-23 Chancellor's Designees for Records Destruction](#)

[C-10 Custodians of District Records](#)

[E-47 Records Retention Schedule / Management of Associated Student Body Fund](#)

[PS-2 Request for Information by Employee Organization](#)

LACCD HUMAN RESOURCES GUIDE

[HR P-101 Employee Information Certification](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

[AFT Faculty Guild Local 1521: Article 24, Personnel Files](#)

[AFT Staff Guild Local 1521A: Article 18, Personnel Files](#)

[Building Trades Council: Article 22, Personnel Files](#)

[Supervisory Union SEIU Local 347: Article 21, Personnel Files](#)

[Teamsters Local 911: Article 20: Placing Material in a Personnel File](#)

U.S. DEPARTMENT OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE

[Handbook for Employers: Instructions for Completing Form I-9 \(Employment Eligibility Verification Form\)](#)