

I. PURPOSE

To establish a procedure as to when, and to what extent, employee information will be released to an outside third party.

III. POLICY

Under no circumstances should any employee release information, other than employment references, regarding another employee to a third party outside of the Agency. Any requests for information should be directed to the Personnel Department. For the procedures regarding release of employment references, see Policy No. 030, Personnel Records and Privacy.

The Personnel Department will verify the employee's start date at the Agency and their current title and salary. If an employee wishes further information to be released, they must complete an authorization form and return it to Personnel prior to the inquiry.

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