



Series: 1200 Human Resources

Policy Name: Privacy – Employment Records

Policy Number: 1205

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation: FS 119

Policy: It is the policy of Communities Connected for Kids to collect and securely maintain employee's employment records.

Procedure: Access to Employment Records – See Employee Handbook

1. Communities Connected for Kids will collect, and securely maintain electronically only information that is pertinent to employment.
2. Information maintained by Communities Connected for Kids concerning its employees is considered to be "confidential" and will be released, document specific, to outside parties in special circumstances with a signed release from the affected employee.
3. Communities Connected for Kids allows licensing and accrediting agencies to review personnel data where specific to, and authorized by, their regulations, and under supervision.
4. Communities Connected for Kids allows law enforcement agencies pursuing a specific investigation to have supervised access to all information which may have bearing on the investigation. Other government agencies with a legitimate need for information are provided with job title, work location, hours, home address and length of service. Salary will be verified only with employee consent.
5. Business and credit agencies will be provided only with date of employment and job title. Salary will be verified only with the written consent of the employee.
6. Communities Connected for Kids procedures for employees to access their personnel records during employment will be outlined in the Employee Handbook. Access to personal records following termination is not permitted, unless required by state law.
7. In accordance with the Health Insurance Portability and Accountability Act (HIPAA) Communities Connected for Kids will ensure that Protected Health Information (PHI) concerning employees is maintained in a confidential manner, and is not released without appropriate authorization.

Approved: Carol Deloach

Carol Deloach, CEO

July 1, 2018