

### 2.13 Dissemination of Employee Information

1. The District shall provide only dates of employment, position held and salary when receiving verifications of employment for current employees.
2. The District shall provide the only the above information and reason for termination of employment when receiving verifications of employment for former employees.
3. If a current or former employee wants the District to provide additional information to outside entities seeking such information, the employee must provide a written request to the Office of Human Resources authorizing the release of the information.
4. The District shall furnish information requested through a court order or from an official of the District or another public agency, provided that such person has a legitimate business reason to obtain the information.
5. The District reserves the right to release public information regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.

..... (Revised August 2005) .....

2.13 Dissemination of Employee Information

1. The District shall provide only dates of employment, the location of assignment and job title, and the gross salary of an employee.
2. Any information about the employee may be released on the written request of the employee. In addition, information shall be furnished in compliance with a court order, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information.
3. The District reserves the right to release public information regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.

(Rev. 1/89)