

**Subject: Outside Requests for Personnel Information Policy**

**Effective Date: June 06, 2008**

**Approved by: Board of Directors**

**Policy:** It is the Board's policy to ensure that all outside requests for personnel information be directed to Human Resources, which may release certain information upon request.

**Procedure:**

1. All inquiries regarding present or former employees of the School must be referred to Human Resources. It is preferred that such inquiries be in writing; however, telephone inquiries will be handled as workload demands so permit.
2. Human Resources is the department authorized to respond to external requests or inquiries.
3. It is the policy of the School to release or confirm only the following information upon request:
  - a. Dates of employment
  - b. Titles and positions held.
  - c. Salary, if prior approval in writing has been obtained from the individual who is the subject of the inquiry.
4. The Executive Director may respond to specific requests for professional or character references.

Original Policy 02/27/01

Revised Policy 06/06/08