

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

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ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference:

4.1 GENERAL PERSONNEL PRACTICES

SECTION 4.102 CONFIDENTIALITY OF PERSONNEL INFORMATION

No employee of the School District shall distribute or pass on to any individual or group not associated with the School District, the home address or telephone number of any District employee.

Inquiries concerning the address or telephone number of any employee shall be directed to the Personnel Department. Persons making inquiries of the Personnel Department concerning employees shall be given only verification of employment and the school or department of employment. This shall in no way limit the District responsibility to other public agencies or of the requirement to provide employee lists at a reasonable charge.

The School Directory is for the use of District employees only within the School District.

Personnel files shall be open only to the employee, management, and supervisory personnel who are responsible for supervision of the employee, Board of Education, Classified Personnel Commission, and other agencies required by law.

Written authorization by the employee is required before any other person may examine the employee's file.

The School District shall comply with all appropriate requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regarding protection of individually identifiable information.