

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 445.1	
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	Last Revision Date:	10-19-98
Effective Date:		
Section:	Personnel	Subject: Employee Record Confidentiality

PURPOSE

The College will maintain the confidentiality of each employee's personnel records and control the release of employee information according to Arizona Revised Statute § 39-121.

PROCEDURE

1. Requests for confidential employee records or information will be referred to the Director of Personnel.
2. Only those in the employee's supervisory chain of command may review the employee's personnel record.
3. Each employee's personnel record is confidential and will not be released to any other person without the written permission of the employee except when the College is served with a subpoena for release of the personnel record.
4. Prospective employers requesting verification of employment will receive the following information only:
 - 4.1 Position title
 - 4.2 Dates of employment of the employee
 - 4.3 Employment status: full-time or part-time and continuing or temporary
5. The Personnel Office will respond to requests regarding employment and salary when the request is in writing and signed by the employee.