



**Policy**

**7-8038 Release of Confidential Information**

The Chancellor or designee(s) may release the classification, salary, employment date and/or employment status of employees upon request. All requests for confidential information such as home address, phone number or information contained in personnel, medical, or similar files shall not be released without the express written authorization of the employee involved. Written authorization will be submitted to the district Human Resources Office. The Human Resources Office shall centrally administer the release of all confidential employee information.

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**Adopted:** June 28, 2004