

**BROOKDALE COMMUNITY COLLEGE**

**COLLEGE REGULATION**

**3.6001R**

**I. Title of Regulation**

Release of Employee Information

**II. Objective of Regulation**

To establish the guidelines for the release of employee information consistent with legal requirements.

**III. Authority**

Bylaws of the Board of Trustees

**IV. Regulation Statement**

The following guidelines will be adhered to in all cases where employee information is requested.

- A. Information relating to current job title, and current salary are a matter of public record and are annually reviewed and published in a Board report. This information is not deemed confidential.
- B. Employee information will not be released to any individual, agency, or industry (banks, credit agencies, investigators, mortgage banks, etc.) without the written consent of the employee.
- C. Employee address lists will not be released to anyone without the consent of the Dean of Human Resources.
- D. Court orders or subpoenas will be honored. Only information specifically requested will be released.
- E. Internal College requests will be handled on a "need to know" basis, and employee information will be released only to a supervisor(s) of the employee.
- F. Demographics or statistics for the College or any part of the College population will not be developed or released without the consent of the Dean of Human Resources.

**V. Responsibility for Implementation**

Dean of Human Resources

Approved: 10/70  
Revised: 5/98