

HUMAN RESOURCE MANAGEMENT

Confidentiality of Employee Records

Policy 7-20

Policy

The Department of Children and Families shall make reasonable efforts to hold employee records in confidence; however, all applicable disclosure statutes and regulations shall be applied as necessary.

Disclosure

Most state employee records are public documents and subject to disclosure; however, to the extent possible and when required by statute, employee records including personal and employment data, payroll and benefits records, investigation records including complaints, evidence and reports shall be maintained in a confidential manner.

Any employee record requested pursuant to the Freedom of Information Act, subject to a properly-executed subpoena or court order, or requested by another state agency, law enforcement agency or other regulatory or enforcement agency shall be released in accordance with applicable law and regulation.

Internally, employee information shall be disseminated only to the extent necessary and to those persons requiring the information in order to effectively perform their job duties.
