Consent Agenda Item #6.10

Glenbrook High School District #225

BOARD POLICY: **EMPLOYEE INFORMATION** **6450**

It is the policy of the Board of Education of District #225 that personal information of our employees will be protected from general public access, except as required to be disclosed by applicable law.

Employees will be asked at the beginning of each school year to update their personal information. This may include, but is not limited to, name, marital status, spouse's name, home address, home phone, cell phone, emergency contact names and phone numbers, doctor and hospital numbers, and any emergency medical information that would be crucial in case the employee has a medical emergency at school.

A district employee directory can contain the employee name, title, email address, and work telephone number. This directory may be made available for access by the public on the district's website and in printed form.

Employees' home phone and cell phone numbers will be made available to their supervisors and within their department. All employees' home phone numbers and cell phone numbers will be available to building and district administration.

Employees will have the option of not ~~publishing~~ having published their home address, home phone, cell phone and/or spouse information in a printed or electronic district employee directory. This directory will be accessible only to all District employees with a log-on and password to the district administrative software system.

Emergency contact information will only be available to an employee's supervisor, building or district administration, and nurses.

Emergency medical information will only be accessible to ~~school~~ nurses employed by the district and the Assistant Superintendent for Human Resources ~~Director~~ and Human Resources Administrative Assistants.

All employees with access to employee personal information will annually sign a document stating their responsibilities to maintain privacy with regard to the above-stated information.

Employees shall not make directory information available to any outside entity unless the entity is conducting school business and has written approval from the Superintendent. The unauthorized release of any of the above-stated information shall be grounds for disciplinary action including but not limited to termination of employment.

Approved: July 28, 2003
Revised: