
I. PURPOSE

This policy maintains the confidentiality of employee records and establishes criteria for classifying, preserving, accessing, and destroying employee records in compliance with state regulations.

II. POLICY

- A. Athlos Academy's Human Resources shall maintain a permanent official personnel file for each employee containing public and private employee records.
 - 1. Personnel files are classified as private under state law.
 - 2. All records concerning employee health or medical information will be stored separately from the official personnel file and is classified as private under state law.
 - 3. The dissemination of any private employee information shall be consistent with state law.
- B. Public records subject to inspection, copying, and reproduction include but are not limited to:
 - 1. Name, gender, job title, job description, business address, business phone number, business email address, gross salary, working hours, and dates of employment for all current and former employees; and
 - 2. Documents showing formal criminal charges against an employee unless, in the judgment of the Lead School Administrator, the charges are groundless.
 - 3. Employees' home telephone numbers and home addresses are, by default, a matter of public record under Louisiana law. Employees have the option to request in writing that their home telephone number and/or home address be kept confidential, pursuant to La.R.S. 44:11. The School shall make request forms for this purpose available to all employees.
- C. The following private records are or may be subject to protection from public access, but may be viewed by entities or persons within the government with a legitimate reason. These include but are not limited to:
 - 1. Medical records containing data on individuals describing medical history, diagnosis, condition, treatment, evaluation, or similar medical data;

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2. Employment records that disclose a home address, personal phone number, Social Security number, insurance coverage, marital status, payroll deductions, applications, evaluations, etc.;
 3. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, and military status;
 4. Information obtained through a criminal background check; and
 5. Other records containing data on individuals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy under state law.
- D. Materials placed in the employee's personnel file are available for an employee's inspection.
1. Employees must contact Human Resources for a request to review their personnel files.
 2. If a request for employee data protected under state law is made, the request must first be approved, and then the records shall be provided within 10 working days from the date the request was received.
 3. Employees have the right to respond to any material in their personnel file and the employee's written response shall be reviewed and included in the file.
- E. Retention of Employee Records:
1. Records must be retained pursuant to La. R.S. 44:36.
 2. Records will be preserved and maintained for a period of at least three years from the date in which the public record was made.
- F. If any individual employee information alters, the employee is responsible to promptly make the changes (such as change in address, phone number, marital status, credentialing etc.) in writing to Human Resources.
1. Failure to update a change in address may result in a delayed or lost payroll check.