

*Adopted: May 27<sup>th</sup>, 2014*

*Revised: February 10, 2021*

*Board Approved: February 25, 2021*

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school employees as to the data Woodbury Leadership Academy collects and maintains regarding its personnel.

### **II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by Woodbury Leadership Academy, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by Woodbury Leadership Academy.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school staff who need it to conduct the business of Woodbury Leadership Academy
- C. “Confidential” means the data is not available to the subject.
- D. “Personnel data” means data about current and former government employees, volunteers, and individual independent contractors.
- E. “Finalist” means an individual who someone who the appointing authority selects to be interviewed.
- F. “Protected health information” means individually identifiable health information transmitted in electronic form by a school acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school in its role as employer.

### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees is public:
  - 1. An employee’s name
  - 2. An employee’s actual gross salary
  - 3. Salary range
  - 4. The value and nature of employer paid fringe benefits

5. The basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary
6. An employee's job title and job description
7. The terms and conditions of the employment relationship
8. An employee's education and training background and previous work experience
9. An employee's work-related continuing education
10. The existence and status of any complaints or charges against the employee even if the complaint or charge does not result in discipline
11. The final disposition of discipline together with the specific reasons for the discipline and data that document the basis of the discipline
12. An employee's work location
13. An employee's work telephone number

B. The following information on applicants for employment or to an advisory board/ commission is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. The names of applicants are private unless and until an applicant becomes a finalist; at that point, the individual's name is public in connection with the data listed above.

D. All data relating to a complaint or charge are public upon completion of the investigation (or if the public official resigns or is terminated while charges are pending).

## **V. PRIVATE PERSONNEL DATA**

A. All other personnel data is private and will only be shared with school staff whose work requires such access. Private data of the employee or employee's dependent will not be released unless authorized by law or by the employee's informed written consent.

## **VI. CHANGE IN CLASSIFICATIONS**

Woodbury Leadership Academy shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VII. RESPONSIBLE AUTHORITY**

Woodbury Leadership Academy has designated the Executive Director as the authority responsible for personnel data.