LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA

POLICY NUMBER: 4536-17

CATEGORY: Human Resources

CONTENT: Human Resources Department Confidentiality Policy

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INQUIRIES TO: Human Resources Administration
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Deputy Chief Executive Officer
LSU Health Care Services Division

3/22/17
Date

Director of Human Resources
LSU Health Care Services Division

03/20/17
Date

LSU HEALTH CARE SERVICES DIVISION
HUMAN RESOURCES DEPARTMENT CONFIDENTIALITY POLICY

I. POLICY STATEMENT

The LSU Health Care Services Division (HCSD) shall protect an employee's expectation of privacy as related to a classified and/or unclassified employee's personnel and payroll records maintained in the Human Resources Department.

II. APPLICABILITY

This policy will be applicable to all Human Resources staff of the HCSD Headquarters Office and each Acute Care Medical Center. In the event of any official personnel and/or payroll records being maintained outside of the Human Resources Departments or in the temporary possession of anyone outside of the Human Resources Departments, this policy shall be observed by those applicable staff.

III. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the HCSD Deputy CEO.

IV. RESPONSIBILITY

Human Resources Administration/Directors

A. Ensures overall compliance with this policy.

B. Ensures that all current staff and new employees of the Human Resources Departments are given a copy of the policy and sign a receipt form (See Attachment #1).

C. Ensures that employees/staff outside of the Human Resources Departments, who may have a need to maintain an employee's personnel/payroll file or official copies of a personnel/payroll file, are given a copy of the policy and sign a receipt form.

V. GUIDELINES

A. Persons having access to personnel and/or payroll files shall handle this information with professional discretion. Examples of documents considered personnel/payroll are included as part of this policy. (Attachment #2)

B. Information which may be considered ordinary facts and public record will be

handled on a "need to know" basis upon written request and shall not be volunteered.

C. Applicable staff is cautioned not to discuss any personnel and/or payroll actions with others. Casual comments with fellow co-workers may be overheard and violate the trust others have placed in the HR Department.

D. Information in an employee's personnel file and/or payroll record considered to be confidential shall not be released without proper written authorization.

VI. VIOLATION/CONSEQUENCES

Violation of the Human Resources Confidentiality Policy may result in disciplinary action up to and including dismissal.

ATTACHMENT #1

HUMAN RESOURCES CONFIDENTIALITY POLICY
RECEIPT ACKNOWLEDGMENT

I received a copy of the LSU HCSD Human Resources Confidentiality Policy. I agree to comply with the policy, procedures and guidelines as outlined in this policy.

I understand that violation of this policy may result in disciplinary action up to and including dismissal.

Employee's Name: _____
(Please print)

Employee's Signature: _____

Date:_____

ATTACHMENT #2

PERSONNEL/PAYROLL DOCUMENTS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Address privacy form
Appointment Affidavit
Biographical Data Form
Birth Certificate copies
Civil Service Application and/or resume'
Civil Service grades
College or Vo-Tech transcript
Commendation letters
Credit Union loans/applications
Criminal record/background check
Current license verification (if required)
Demotion letter
Disciplinary action documentation
Disciplinary action letters/Loudermill
Driver's License copies
Drug Screening results
E-2 – Pre-existing Medical Conditions
EEOC complaints and dispositions
Employment verification
Exit interview form or resignation letter
Federal/State tax forms
Garnishments
Grievances
I-9 Form with attachments
Insurance documents
Investigatory reports
Justification letters for personnel actions
Layoff letters/forms
Leave requests/balances information
Medicaid/Medicare Sanctions From
Medical information
Personnel action forms
Policy/Procedure Acknowledgement receipts
Position Description forms
PPR forms
Premium Sheltering Authorization
Prior state service form and verification information
Reference check documentation
Retirement System forms
Savings Bond authorization
Self-Identification Form
Social Security Card copies
Training records
Travel authorizations forms
Travel expense forms
Union deduction authorization
United Way deduction authorization
W-2
Other employment documents
Other payroll deduction information