

**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4536-22

CATEGORY: Human Resources

CONTENT: Human Resources Department Confidentiality Policy

APPLICABILITY: This policy will be applicable to all Human Resources staff of the Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC). 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.

EFFECTIVE DATE: Issued: July 20, 2001
Revised: December 12, 2007
Reviewed: August 22, 2008
Reviewed: February 26, 2010
Reviewed: June 13, 2011
Reviewed: May 14, 2012
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Reviewed: December 2, 2019
Reviewed: June 2, 2020
Reviewed: August 24, 2021
Reviewed: February 22, 2022

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Note: Approval signatures/titles are on the last page

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.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

II. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the HCSD Chief Operations Officer.

III. RESPONSIBILITY

Human Resources Administration/Directors

- A. Ensures overall compliance with this policy.
- B. Ensures new employees of the Human Resources Departments are given a copy of the policy and sign a receipt form (See Attachment #1). Policy may be reviewed with staff as applicable.
- 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.

IV. 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.

V. VIOLATION/CONSEQUENCES

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

**HUMAN RESOURCES CONFIDENTIALITY POLICY
RECEIPT ACKNOWLEDGMENT**

I received a copy of the 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: _____

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
COVID Vaccinations/COVID Exceptions
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
FMLA documents
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
Payroll Clock ins/out
Payroll Check Amounts and Deductions
Payroll Timesheet information
Performance Evaluation System forms
Personnel action forms
Policy/Procedure Acknowledgement receipts
Position Description forms
Premium Pay/Certifications
Premium Sheltering Authorization
Prior state service form/verification
Reference check documents
Retirement System forms
Salary (except as authorized for release)
Self-Identification Form
Social Security Card copies
Training records
Travel authorizations forms
Travel expense forms
Union deduction authorization
United Way deduction authorization
W-2
Workers Comp information

Other employment documents or payroll documents not specified above, but are a part of the employee's official Human Resources record.

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