

# Section 2: Employment

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## Policy #10: Confidential Personnel Information

Effective Date: July 1, 2011

### I. Purpose

This Policy enhances the Town's ability to protect personnel information by providing general requirements for information classification. The classification level definitions were created to emphasize the common sense steps to be taken to protect confidential personnel information.

### II. Scope

The information covered in this policy includes all personnel information within the Town of Mooresville information systems that is processed, stored, or transmitted via any means. This includes: electronic information, information on paper, and information shared orally or visually. Data and record custodians must adhere to this policy and educate users that may have access to confidential information for which they are responsible.

This policy shall apply to all persons holding a paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be hired or appointed by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

### III. Background

None

### IV. Definitions

None

### V. Legislation

G.S. 160A-168

G.S. 132 - 6

### VI. Policy

All Town of Mooresville personnel information is categorized into two main classifications with regard to disclosure:

- Public
- Confidential

#### A. Public information

Public Information is information that has been declared publicly available by the State of North Carolina. Any employee with the explicit authority to do so, can freely give public information to anyone without concern for potential impact to the Town of Mooresville, its' employees or citizens. Only the following eight items in an employee's personnel file must be disclosed to the public when requested:

- 1) The employee's name
- 2) The employee's age
- 3) The date of the employee's original employment or appointment
- 4) The employee's current position title
- 5) The employee's current salary
- 6) The date and the amount of each increase or decrease in the employee's salary
- 7) The date and type of each employee's promotion, demotion, transfer, suspension, separation or other change in position classification
- 8) The date and type of each employee's dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was a dismissal, a copy of the written notice of the final decision setting forth the specific acts or omissions that are the basis of the dismissal.
- 9) The office or station to which the employee is currently assigned.

#### B. Confidential Information

Confidential information describes all other personnel related information. It is a continuum, in that it is understood that some information has the potential for greater negative impact if disclosed than other information, and hence requiring greater protection. Town of Mooresville employees are encouraged to use common sense judgment in applying this policy. If an employee is uncertain of the classification of a particular piece of information, the employee should contact the Human Resources Director for clarification.

### VII. Provisions

#### A. Precautions

1. Keep all confidential personnel documents out of view and locked away from your desk.
2. Confidential personnel information on your personal computer should always be password protected and should never be left open when stepping away from your desk. Screen savers should also be used and should be password protected. Confidential personnel documents should be filed in your personal drive. If documents must be shared, they can be

stored in a shared drive, but should also be password protected with a shared password.

3. Monitor the printer when printing a confidential personnel document. Do not leave confidential personnel print jobs unattended.
4. Remove all confidential personnel documents from the photocopy machine when jobs have been completed. In the event of a machine jam, make sure all confidential papers are removed and shredded.
5. Close doors when confidential personnel discussions occur during meetings. Erase and/or remove all white boards, flip charts, and papers once the meeting has concluded.
6. Be discrete in communications with others to ensure that unauthorized disclosure of confidential personnel information does not occur. Be cautious of what you say.
7. Confidential personnel related mail can be sent via regular mail courier envelopes, but should be sent in a sealed envelope within the messenger envelope and marked appropriately. Confidential mail should be hand carried to local destinations (within reasonable traveling distance). Please instruct administrative staff that incoming mail marked "Confidential" should be delivered unopened to the recipient immediately.
8. Confidential papers (including notes and working papers) should not be discarded in wastebaskets or recycle bins. Confidential personnel papers should be shredded.
9. Using the fax machine for transmitting confidential personnel information is not recommended. However, if necessary, arrangements should be made at both ends of the transmission to monitor the fax machine until the entire fax has been sent and received. Do not leave a fax machine unattended when sending or receiving a confidential personnel document.
10. All conference calls where confidential personnel information may be discussed should be conducted behind closed doors.
11. Individuals should be cautious of their surroundings when leaving voice mail messages that may contain confidential personnel information.

#### **VIII. Authorization**

Approved by:

Erskine Smith  
Town Manager

July 1, 2011  
Date