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Fresno USD DIVISION OF HUMAN RESOURCES  
HR 4101  
CONFIDENTIAL INFORMATION - DISCLOSURE

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The District regularly receives requests for employee information pursuant to the Public Records Act.

California Public Records Act, Government Code Section 6250 et seq. governs disclosure requirements of information prepared or used by Fresno Unified School District. Section 6254 (c) provides for an exemption to disclosure of "personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy."

However, the District is required to provide the following information:

1. Employee's Job Classification
2. Employee's Placement on the Salary Schedule

Civil Code Section 1798.3 (a) states: "The term personal information means any information that is maintained by an agency that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters and medical or employment history."

If a member of the public is concerned about the on-the-job activities of an employee, Fresno Unified School District has a complaint process, which is addressed in Board Policy. It is not in the best interests of the District, its employees or the public to accede to demands, which constitute an unwarranted invasion of privacy.

### **Employee Address and Phone Number**

Government Code 6254.3 states:

- a) The home addresses and home telephone numbers of state employees and employees of a school district or county office of education shall not be deemed to be public records and shall not be open to public inspection, except that disclosure of that information *may* be made as follows:
  1. To an agent, or a family member of the individual to whom the information pertains.
  2. To an officer or employee of another state agency, school district, or county office of education when necessary for the performance of its official duties.
  3. To an employee organization pursuant to regulations and decision of the Public Employment Relations Board, except that the home addresses and home telephone numbers of employees performing law enforcement- related functions shall not be disclosed.
  4. To an agent or employee of a health benefit plan providing health services or administering claims for health services to state, school districts and county offices of education employees and their enrolled dependents, for the purpose of providing the health services or

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administering claims for employees and their enrolled dependents.

5. Upon written request of any employee, a state agency, school district, or county office of education shall not disclose the employee's home address or home telephone number pursuant to paragraph (3) of subdivision (a) and an agency shall remove the employee's home address and home telephone number from any mailing list maintained by the agency, except if the list is used exclusively by the agency to contact the employee.