

**PERSONNEL FILE -
CONFIDENTIAL PERSONNEL INFORMATION - DISCLOSURE**

When phone calls are received from the public in the Personnel Department requesting information about employees pursuant to the Public Records Act, you may only provide the following information:

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

California Public Records Act, Government Code Section 6250 et seq., governs disclosure requirements of information prepared or used by Cutler-Orosi Joint 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."

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, Cutler-Orosi Joint Unified School District has a complaint process which is addressed in Board Policy 1312.1. A copy of the policy may be obtained by contacting the District Office at (559) 528-4763 and asking for the Assistant Superintendent.