




National University of Health Sciences General Policies

Title: Release of Employee Information	Page	1	of	1
Date Adopted: 04/10/85	Date(s) Revised:	12/20/91, 01/04/96 05/05/05		
 _____ President	Date	3-18-09		

POLICY STATEMENT

National University of Health Sciences (NUHS) intends to protect the privacy of its present and former employees with a procedure that strictly limits the release of information to outside sources. Employee authorization must be obtained for any release of employee information. If employee authorization cannot be obtained, information given to third parties must be limited to present employment status.

Procedure

1. Telephone Requests: Relaying information on the telephone is discouraged and may give rise to legal claims against the University. Wherever possible, the office of Human Resources will require that requests for such information be in writing. The office of Human Resources will confirm present employment status only. No additional information will be provided.
2. Written Requests: If a written request is received from a credible organization, (prospective employers, banks, mortgage companies, credit bureaus, etc.) and that request has the written consent of the employee to provide the information, the office of Human Resources will provide the following information: Job title, salary, dates of employment, number of hours worked per week. If no written request is received, the office of Human Resources will confirm present employment status only. No additional information will be provided. The written request, the employee's authorization and NUHS response will be maintained in the employee's personnel file.
- Human Resources Responsibility: The office of Human Resources is responsible for the coordination, administration and implementation of this policy. Exceptions to policy require approval by the President or his/her designee.