

**CHAPTER 2: Administration and General Institution**  
**BOARD POLICY NO. 2.13**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 2.13 Dissemination of Employee Information

**Revision Date:** 12/10; Reviewed 11/18

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1. For employment verification inquiries, the District shall provide only verification of employment, dates of employment, the location of assignment and position held or job title, and the gross salary of an employee.
  2. Upon the written permission of an employee, any information about the employee may be released. In addition, information about an employee shall be furnished in compliance with law, a court order, subpoena, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information. Except as otherwise authorized by law or in this policy, disclosure of employees' information and personal data to others, including but not limited to creditors, other governmental agencies or other individuals, is permitted only as authorized above.
  3. The District will promptly notify an employee whose employment records or personal data have been requested pursuant to law, subpoena or individual order.
  4. The District reserves the right to release information to the public regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.