


Subject: Confidentiality of Personal Employee Information	Departmental Policy No. 3-48	
	Effective: Upon Approval	
<p>I. Purpose</p> <p>To establish guidelines for the safeguarding of personal employee information in order to ensure the confidentiality of the information.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Definitions</p> <p>Personal Employee Information (PEI) includes but is not necessarily limited to: employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, driver's license, medical/family medical leave, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials</p> <p>III. Policy</p> <p>All employees must maintain the confidentiality of personal employee information (PEI) and understand that such PEI is to be restricted to only those with a business need to know. Employees with ongoing access to such data will be held to a higher standard regarding their responsibility in maintaining the confidentiality of this information. This prohibition is limited to matters that are not involving terms and conditions of employment.</p> <p>The Department of Public Works and Engineering will only collect personal information that is required to pursue its missions and to comply with government reporting and disclosure requirements.</p> <p>All hard copy records containing PEI will be maintained in locked, secure areas with access limited to those who have a need for such access. City-assigned information, which may include organizational charts, job titles, department budgets, telephone directories, e-mail lists, facility or location information and</p>		
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addresses, is considered to be city information and the city maintains the right to communicate and distribute such information as it deems necessary.

If an employee becomes aware of a material breach in maintaining the confidentiality of his or her personal information, the employee should report the incident to a representative of the human resources department. The human resources department has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of information as required by local, state/federal law or regulation.
- Release of partial employee birth dates, i.e., day and month is not considered confidential.
- Personal telephone numbers or e-mail addresses may be distributed to management or as needed in order to communicate during emergency operations.
- Employee ID number used in salary or budget planning, review processes and for timekeeping purposes.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.

If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Hard copies of PEI should be transmitted in confidential envelopes, where appropriate.

PEI that is no longer needed or required to be archived is to be shredded.

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IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to corrective action up to and including indefinite suspension.

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