

I. PURPOSE

This policy maintains the confidentiality of employee records and establishes criteria for classifying, preserving, accessing, and destroying employee records in compliance with state regulations.

II. DEFINITIONS

- A. GRAMA: The Government Records Access and Management Act, Title 63G, Chapter 2; a Utah law designed to govern access to and control of government records.

III. POLICY

- A. Athlos Academy's Human Resources shall maintain a permanent official personnel file for each employee containing public and private employee records.
 - 1. Personnel files are classified as private under GRAMA.
 - 2. All records concerning employee health or medical information will be stored separately from the official personnel file and is classified as private under GRAMA.
 - 3. The dissemination of any private employee information shall be consistent with GRAMA.
- B. Public records subject to Utah Code § 63G-2-301 include but are not limited to:
 - 1. Name, gender, job title, job description, business address, business phone number, business email address, gross salary, working hours, and dates of employment for all current and former employees; and
 - 2. Documents showing formal criminal charges against an employee unless, in the judgment of the Lead School Administrator, the charges are groundless.
- C. The following private records subject to Utah Code § 63G-2-302 include but are not limited to:
 - 1. Medical records containing data on individuals describing medical history, diagnosis, condition, treatment, evaluation, or similar medical data;
 - 2. Employment records that disclose a home address, personal phone number, Social Security number, insurance coverage, marital status, payroll deductions, applications, evaluations, etc.;

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3. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, and military status;
 4. Information obtained through a criminal background check; and
 5. Other records containing data on individuals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy under the provisions in GRAMA.
- D. Materials placed in the employee's personnel file are available for an employee's inspection consistent with the provisions in Utah Code § 63G-2-201 *et seq.*
1. Employees must contact Human Resources for a request to review their personnel files.
 2. If a request for employee data protected under GRAMA is made, the request must first be approved, and then the records shall be provided within 10 working days from the date the request was received.
 3. Employees have the right to respond to any material in their personnel file and the employee's written response shall be reviewed and included in the file.
- E. Retention of Employee Records
1. The State Records Committee determines the retention period for all school employee records protected under GRAMA.
 2. Reference the related document, *Retention Periods of Employee Records*, for state retention periods of ADA Accommodation Requests, Employment History Records, Employee Health and Medical Records, Contract Negotiation Records, EEO Discrimination Complaints, Files, Reports, Grievance Records, Salary Schedules, and Substitute Teacher Files, among other records.
- F. If any individual employee information (such as address, phone number, marital status, credentialing etc.) changes, the employee is responsible for promptly making the changes known to Human Resources in writing.
1. Failure to update a change in address may result in a delayed or lost payroll check.

Legal References:

[Utah Code § 63G-2](#) (GRAMA)

Related Documents:

[Retention Periods of Employee Records](#)