

Policy 404.7

TERMS OF EMPLOYMENT

404.7

RELEASE OF EMPLOYEE CREDIT INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It shall be the responsibility of the board secretary or superintendent to respond to inquires from creditors.

Approved: November 11, 2002

Reviewed: 12-09-2013