



# Administrative Policy

## Employee Information Inquiries

**Approved By:** President

**Date Approved:** June 3, 2015

1. **Summary:** This policy defines how inquiries regarding current, transitioning, or former employees of the College are to be managed.
2. **Rationale:** This policy is necessary to ensure the appropriate confidentiality of employment information regarding employees of the College.
3. **Entities Affected:** staff and faculty
4. **Definitions:** Not applicable.
5. **Policy:** Employees at Criswell College serve for various amounts of time, in diverse capacities, and discontinue employment for a variety of reasons with a range of severance stipulations. Current employees should direct all inquiries concerning such circumstances (regarding current, transitioning, or former employees) to the college's Human Resources (HR) department.

Questions asked in good faith may be answered straightforwardly. For example, prospective students or their parents might ask about individuals who teach or direct programs at the college. Others curious about the college or its departments might ask about individuals who currently serve at the college or who have served at the college in the past. However, questions related to job performance, the circumstances under which an employee is leaving or has left employment at the college, or similar inquiries must be directed to the HR department.

The HR department typically only provides employment data such as job title(s) and employment dates. It also may inform an inquirer whether, given the opportunity, the college would consider employing the person again. The HR department may confirm for external agencies the salary an employee claims to (have) earn(ed). Unless required by law, qualitative (related to job performance) or personal information is not released to anyone.

6. **Procedure:**
  - a. **Implementation:** Not applicable.
  - b. **Responsibility for Compliance:** Chief Business Officer
  - c. **Notification:** This policy will be posted on the College's website.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0

Policy number: 2.032

Related policies:

Policy History

Version 1.0

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