

**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4536-25

CATEGORY: Human Resources

CONTENT: Human Resources Department Confidentiality Policy

APPLICABILITY: This policy will be applicable to all Human Resources staff of the Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC). In the event of any official personnel and/or payroll records being maintained outside of the Human Resources Departments or in the temporary possession of anyone outside of the Human Resources Departments, this policy shall be observed by those applicable staff.

EFFECTIVE DATE: Issued: July 20, 2001
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INQUIRIES TO: Human Resources Administration
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Note: Approval signatures/titles are on the last page

**LSU HEALTH CARE SERVICES DIVISION
HUMAN RESOURCES DEPARTMENT CONFIDENTIALITY POLICY**

I. POLICY STATEMENT

The LSU Health Care Services Division (HCSD) shall protect an employee's expectation of privacy as related to a classified and/or unclassified employee's personnel and payroll records maintained in the Human Resources Department.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

II. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval and signature of the HCSD Chief Executive Officer (CEO) or Designee.

III. RESPONSIBILITY

Human Resources Administration/Hospital Human Resources Director

- A. Ensures overall compliance with this policy.
- B. Ensures new employees of the Human Resources Departments are given a copy of the policy and sign a receipt form (See Attachment #1). Policy may be reviewed with staff as applicable.
- C. Ensures that employees/staff outside of the Human Resources Departments, who may have a need to maintain an employee's personnel/payroll file or official copies of a personnel/payroll file, are given a copy of the policy and sign a receipt form.

IV. GUIDELINES

- A. Persons having access to personnel and/or payroll files shall handle this information with professional discretion. Examples of documents considered personnel/payroll are included as part of this policy. (Attachment #2)
- B. Information which may be considered ordinary facts and public record will be handled on a "need to know" basis upon written request and shall not be volunteered.
- C. Applicable staff are cautioned not to discuss any personnel and/or payroll actions with others. Casual comments with fellow co-workers may be overheard and violate the trust others have placed in the HR Department.

- D. Information in an employee's personnel file and/or payroll record considered to be confidential shall not be released without proper written authorization.

V. VIOLATION/CONSEQUENCES

Violation of the Human Resources Confidentiality Policy may result in disciplinary action up to and including dismissal.

VI. EXCEPTION

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy, state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda, or any other governing body regulations.

**HUMAN RESOURCES CONFIDENTIALITY POLICY
RECEIPT ACKNOWLEDGMENT**

I received a copy of the HCSD Human Resources Confidentiality Policy. I agree to comply with the policy, procedures and guidelines as outlined in this policy.

I understand that violation of this policy may result in disciplinary action up to and including dismissal.

Employee's Name: _____
(Please print)

Employee's Signature: _____

Date: _____

PERSONNEL/PAYROLL DOCUMENTS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Address privacy form	Prior state service form/verification
Appointment Affidavit	Reference check documents
Biographical Data Form	Retirement System forms
Birth Certificate copies	Salary (except as authorized for release)
Civil Service Application and/or resume'	Self-Identification Form
Civil Service grades	Social Security Card copies
College or Vo-Tech transcript	Training records
COVID Vaccinations/COVID Exceptions	Travel authorizations forms
Commendation letters	Travel expense forms
Credit Union loans/applications	Union deduction authorization
Criminal record/background check	United Way deduction authorization
Current license verification (if required)	W-2
Demotion letter	Workers Comp information
Disciplinary action documentation	
Disciplinary action letters/Loudermill	
Driver's License copies	
Drug Screening results	
E-2 – Pre-existing Medical Conditions	
EEOC complaints and dispositions	
Employment verification	
Exit interview form or resignation letter	
Federal/State tax forms	
FMLA documents	
Garnishments	
Grievances	
I-9 Form with attachments	
Insurance documents	
Investigatory reports	
Justification letters for personnel actions	
Layoff letters/forms	
Leave requests/balances information	
Medicaid/Medicare Sanctions From	
Medical information	
Payroll Clock ins/out	
Payroll Check Amounts and Deductions	
Payroll Timesheet information	
Performance Evaluation System forms	
Personnel action forms	
Policy/Procedure Acknowledgement receipts	
Position Description forms	
Premium Pay/Certifications	
Premium Sheltering Authorization	

Other employment documents or payroll documents not specified above, but are a part of the employee's official Human Resources record.

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