



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DBA-1 Employee Records

APPROVED: April 25, 2003 **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: DBA

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish guidelines for the establishment, protection and release of information from employee records and to define the use of employee unique identifying numbers.

PROCEDURE:

I. Employee Records

- A. Upon employment of an individual, an employee record will be initiated and maintained by the Human Resources Department. The record will contain those documents required to document the qualifications, work history, performance and benefits options of each employee.
- B. The employee record may be maintained in a variety of media including: paper, film, magnetic, optical or solid-state devices that can store an electronic signal, tape, mylar, linen, silk, vellum or other such media consistent with current technology.
- C. The Human Resources Department will ensure safeguarding of the employee record in order to guard against unwarranted invasion of individual privacy.
- D. The Executive Director of Human Resources is designated as the custodian of the employee record for the College.

II. Employee Records Access

- A. All information contained in any portion of the record of an employee will be made available to that employee, or by written request, to the designated representative(s) of the employee. An employee may receive a copy of any document contained in his/her file. This request may be made in person at the Human Resources Department, or may be forwarded in writing to the Executive Director of Human Resources.
- B. A supervisor or administrator who has direct responsibility for the employee's performance is entitled access to portions of the employee's record. Supervisors and administrators are not permitted to view the benefits component of the record or any personal medical information that may be contained in any confidential portion of the employee record. Supervisors will not permit any individual to view the employee record without written permission from the employee. Supervisors and administrators will not divulge any information obtained from the employee record to any other party. Breach of these confidentiality provisions may hold the individual personally liable.
- C. Members of the Human Resources staff, as required by performance of their official duties, will have access to the employee record. Employees of the Human Resources staff, even after transfer from the Department or separation from the College, shall not divulge information contained in individual employee records to other parties. Breach of these confidentiality provisions may hold the individual personally liable.
- D. Prior to viewing any employee record, an employee, a representative of an employee or an investigator will provide positive proof of identity and establish a need to view the record. The Human Resources staff will maintain a record of all individuals viewing employee records, the portions of the record viewed and any copies provided. Individuals, who cannot provide positive identification or need, will not be permitted to view an employee record.

III. Confidentiality and Disclosure of Information

- A. The Government Code of the State of Texas, Chapter 552, provides that certain items of information may be withheld from public disclosure at the discretion of the employee of a governmental body. Since employees of El Paso Community College are employees of a political subdivision of the state of Texas, these provisions are applicable to current and former employees. These items include:
 - 1. home address
 - 2. home telephone number
 - 3. social security number
 - 4. whether the employee has family members
- B. The required election will be accomplished using the Post Employment Data Form. New employees will complete the declaration not later than 14 days after the first date of employment. Departing employees will complete the declaration not later than 14 days after the last day of employment. If the employee or former employee fails to execute the declaration within the specified time, the information is subject to public access. Employees and former employees who desire to change their declaration may do so at any time by submitting a new declaration to the Human Resources Department. The new declaration will become effective upon receipt in the Human Resources Department.
- C. Under current Texas law, the following items about an employee are considered public information and will be released when requested: name, gender, ethnicity, salary, title, and dates of employment with the College.

IV. Social Security Number/Unique Identifier

- A. The social security number is collected by El Paso Community College as the individual unique identifier for the purpose of accurately processing and maintaining the employment and payroll records of the institution in compliance with State and Federal requirements. The use of this unique identifier is limited to those activities deemed essential to individual records management, employment reporting, employee records, employment verification and certification, and credentials management between the College and other educational institutions.
- B. The College has identified the social security number as the internal unique identifier for all personnel-related databases and will exercise all due caution to ensure confidentiality and privacy in the use of the unique identifier.
- C. In order to comply with Internal Revenue Code requirements, employees will be required to present an original document from the Social Security Administration reflecting the name that will be used to establish the employee on the College payroll system.
- D. Any change to an individual's name will require a new document from the Social Security Administration to substantiate the change. Name changes may only be done with Human Resources and must be done in person.