

Number 5.5 - CONFIDENTIALITY

Effective Date: March 1, 1996

Applicable To: All classified employees, as well as exempt, appointed, temporary and contractual, with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: William H. Sorrell, Secretary of Administration

PURPOSE

The purpose of this policy is to clarify what employee documents and information maintained by the employer must be shared, and what information is to be kept confidential.

PUBLIC INFORMATION

POSITION INFORMATION: The following employee records, as related to position information, are public information:

- ☐ Department and location where employed.
- ☐ Title and pay grade of position; salary range for that pay grade.
- ☐ Employee's GROSS salary only.
- ☐ Type of employment (such as temporary, exempt or classified, full-time or part-time).
- ☐ Length of employment with dates and titles of positions held.

CONFIDENTIAL INFORMATION

PERSONAL INFORMATION: The following employee information, which is personal and thus confidential, is not public information:

- ☐ Home address or telephone number.
- ☐ Social Security number.
- ☐ Employee's age or birth date.
- ☐ Test scores.
- ☐ Performance ratings.
- ☐ Any other information on the job application form such as previous work history, education, whether or not the employee has been convicted, imprisoned, placed on probation or under supervision or fined for any violation of any law.
- ☐ Insurance information, including medical information and Workers' Compensation information.
- ☐ Records on disciplinary action against the employee.
- ☐ All other information on personnel actions or record cards unless releasable as public information listed above.

CONTRACT NEGOTIATIONS: All information relating to contract negotiations shall be considered confidential.

LIMITED ACCESSIBILITY

APPLICANT RECORDS: No one may see any records on job applicants except the applicant, or an appointing authority or designee when filling a job for which the individual has applied. Please note that this applies to employees who wish to be considered for transfer. Supervisors do not have a right to know whether or not one of their current employees is applying for transfer to another position in State government.

EMPLOYEE RECORDS: Personal information may be seen only by persons with a legitimate need to know such as an employee's supervisor, the personnel administrator of the employee's department, the employee's department head, or other prospective State employers. Those representatives of the employee who have the signed permission of the employee may also have access to personnel file information except those that are confidential or privileged under law or to supervisory notes.

EXAMINATION MATERIALS: All test questions, scoring keys, and other examination instruments or data used to administer an employment examination shall be confidential. Examination scores for an individual applicant shall be available only to that applicant and an appointing authority or designee for consideration in filling vacancies. Examination materials shall be available only to persons engaged in the administration, construction, or revision of the examination, except during the administration of the examination to applicants.