

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to Cyber Village Academy (CVA) employees as to the data CVA collects and maintains regarding its personnel.

### **II. GENERAL STATEMENT OF POLICY**

A. All data on individuals collected, created, received, maintained or disseminated by CVA, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by CVA.

B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

A. "Public" means that the data is available to anyone who requests it.

B. "Private" means the data is available to the subject of the data and to CVA Staff who need it to conduct the business of CVA.

C. "Confidential" means the data is not available to the subject.

D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. "Personnel data" means government data on individuals maintained because they are or were employees of CVA, applicants for employment, or volunteers or independent contractors for CVA, or member of or applicants for an advisory board or commission. Personnel data include data submitted to CVA by an employee as part of an organized self-evaluation effort by CVA to request suggestions from all employees on ways to cut costs, make CVA more efficient, or to improve CVA operations. An employee who

is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

F. “Finalist” means an individual who is selected to be interviewed by the Executive Director or School Board for a position.

G. “Protected health information” means individually identifiable health information transmitted in electronic form by CVA acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by CVA in its role as employer.

Adoption:

Revision(s):

Board Reviewed:

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H. “Public officials” means Business Manager; Human Resource Directors; Athletic Directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; Chief Financial officers; School Board Directors; and individuals defined as Executive Director and Principal.

#### **IV. PUBLIC PERSONNEL DATA**

A. The following information on employees, including volunteers and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee’s social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationships;
6. contract fees;

7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. job title;
10. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
11. job description;
12. education and training background;
13. previous work experience;
14. date of first and last employment;
15. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
16. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of CVA;
17. the complete terms of any agreement settling any dispute arising out of the employment relationship, including Executive Director buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
18. work location;
19. work telephone number;
20. badge number;
21. work related continuing education;
22. honors and awards received; and

23. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment or to an advisory board/commission is public;

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

E. Data about applicants for appointment to a public body are private data on individuals except that the following are public:

1. Name;
2. City of residence, except when the appointment has a residency requirement that requires the entire address to be public;
3. Education and training;
4. Employment history;
5. Volunteer work;

6. Awards and honors;
7. Prior government service; Policy 406 Public and Private Personnel Data 406-4
8. Any data required to be provided or that are voluntarily provided in an application for appointment to a multi member agency pursuant to Minn. Stat. 15.0597; and
9. Veteran status.

F. Once an individual is appointed to a public body, the following additional items of data are public:

1. Residential address;
2. Either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
3. First and last dates of service on the public body;
4. The existence and status of any complaints or charges against an appointee; and
5. Upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

G. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

H. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is

pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

I. Data relating to a complaint or charge against a public official is public only if:

1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data is private and will only be shared with CVA staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by CVA to administer employee assistance programs are private.
- D. Parking space leasing data are private. Policy 406 Public and Private Personnel Data 406-5
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. CVA may display a photograph of a current or former employee to prospective witnesses as part of CVA's investigation of any complaint or charge against the employee.

- H. CVA may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  3. A court, law enforcement agency or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to CVA in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if CVA determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment. If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- L. CVA shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the State Board of Education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having

- jurisdiction over a teacher's license, provide the licensing board with information about the teacher from CVA's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by CVA about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the Policy 406 Public and Private Personnel Data 406-6 maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. CVA shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of CVA or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data, or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by CVA to cut costs, make CVA more efficient, or to improve CVA operations is private.



- Q. Health information on employees is private unless otherwise provided by law. To the extent that CVA transmits protected health information, CVA will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by CVA and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for CVA or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the Principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a School Board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district,

including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data is private.

## **VII. CHANGE IN CLASSIFICATIONS**

CVA shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

CVA has designated its Business Manager as the authority responsible for personnel data. If you have questions, contact them.

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

*Note: The applicability and enforceability of this policy 406 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.*

## Consent to Release – Request from an Individual

*An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to the Director before you sign it.

[entity contact person name and contact information]

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
*[name of individual data subject]* *[name of government entity]*

to release data about me to \_\_\_\_\_ as described on this form.  
*[name of other entity or person]*

1. The specific data I want \_\_\_\_\_ to release includes:  
*[name of government entity]*

\_\_\_\_\_  
*[explanation of data]*

2. I understand that I have asked \_\_\_\_\_ to release the data.  
*[name of government entity]*

3. I understand that although the data are classified as private at \_\_\_\_\_, the  
*[name of government entity]*

classification/treatment of the data at \_\_\_\_\_ depends on laws or  
*[name of other entity or person]*

policies that apply to \_\_\_\_\_.

*[name of other entity or person]*

This authorization to release expires \_\_\_\_\_.  
*[date/time of expiration]*

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature *[if needed]* \_\_\_\_\_ Date \_\_\_\_\_