

**DEPARTMENT:** ALL DEPARTMENTS

**TITLE:** **ENQUIRIES REGARDING EMPLOYEES POLICY**

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**POLICY STATEMENT**

Only the following information may be released or verified without prior authorization of the employee concerned:

- a) Full name of employee;
- b) Business address and telephone number;
- c) Length of service with the Town;
- d) Applicable salary scale; and
- e) Position held.

Should additional information be requested, it is not to be released until a letter has been received from the employee containing the following authorization statement:

*"I authorize the Town of Amherst to verify the following information."*

**PURPOSE**

The purpose of this policy is to ensure that personnel data is privileged information.