

RELEASE OF CREDIT INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It shall be the responsibility of the business manager or superintendent to respond to inquiries from creditors.

Cross Reference: 402.06 Employee Records

Approved 8-15-05

Reviewed _____ Revised _____