

PROCEDURE 207-3 - EXTERNAL REQUESTS FOR PERSONNEL INFORMATION AND JOB REFERENCES

To protect employee privacy, and to protect Johnson County Government from liability, the County will release information regarding employees, including former employees, only as authorized by this procedure. The County will comply with all applicable laws and regulations regarding disclosure of personnel records and information.

Requests for Employment References by External Parties

All external requests for employment references or verification of employment must be referred to the Department of Human Resources. Unless the employee provides a signed written authorization and release of claims, no information will be provided except the dates of employment, position(s) held, and salary history.

Other External Requests

Departments/agencies/offices must refer all other requests for personnel information and records to the Department of Human Resources or the Legal Department for a response.

Personnel information or access to personnel records will be provided to external parties only as follows:

- Upon written authorization and release of claims signed by the employee or the employee's legal representative. The Department of Human Resources may waive the release requirement after consultation with the Legal Department.
- Upon receipt of a valid subpoena, court order, or other legal mandate.
- As otherwise required by law including the Kansas Open Records Act.
- As the County deems justified for law enforcement or safety reasons.

Consistent with the Kansas Open Records Act, those requesting personnel records will be required to provide their name and address to the Department of Human Resources.

Exceptions

Where an office or agency other than the Department of Human Resources or Department of Financial Management & Administration is the custodian of the personnel records, requests for access to personnel information will be directed to that custodian and such person will be responsible for granting or denying access.

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