



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 70.35, **Employee Information**

**PURPOSE:** The purpose of this Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish policy regarding the distribution of employee information.

**REVIEW:** This HSCEP OP will be reviewed on June 15 of each odd-numbered year (ONY) by the Executive Director for Human Resources, with recommendations for revisions submitted to the Chief Financial Officer and Administration by July 1.

### **POLICY/PROCEDURE:**

Under the Freedom of Information Act, upon a formal request to the Office of General Counsel, Texas Tech University Health Sciences Center El Paso may release employee information based on the confidentiality indicators chosen by the employee. An employee may set their indicators through the WebRaider portal under the HSCEP Employee tab, My Employment Information, Texas Employee Confidentiality Indicators link.

Certain employee information, such as name, job title, department, salary, date of hire, and separation date, may be released with an *Open Records Request*.