

Gervais School District 1

Code: **GAC**
Adopted: 7/15/93
Revised/Readopted: 04/08/99, 10/17/02

Personnel Lists

The district will not release lists of employees with addresses and/or telephone numbers to individuals, agencies or companies who intend to use such lists for commercial purposes.

This policy does not prohibit the release of rosters or a district directory required or desirable for the effective management of the district. Examples of permitted releases are listed below:

1. Lists of employees in a district directory or roster that provides names, addresses, phone numbers, and assignment to specific buildings. This list shall be provided to all administrators and office staff to facilitate employee contacts and communication;
2. Lists of licensed staff required by the Oregon Department of Education and the Willamette Education Service District;
3. Lists to newspapers, other media, or program printers indicating special distinctions;
4. Lists of employees in school handbooks and/or building publications.

The intent of this policy is to assure staff rights will not be violated.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)
[ORS 332.107](#)

[OAR 137-004-0800](#)

Americans with Disabilities Act of 1990, U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

Oregon Attorney General's Public Records and Meetings Manual, pp. 24-26; Appendix H, Department of Justice (2001).