

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR P-101
		EMPLOYEE INFORMATION CERTIFICATION
ISSUE DATE: January 18, 2006	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: <u>Legacy Personnel Guides:</u> B 406 Information – General Release B 509 – Employee responsibility	CHANGES: New	

I. POLICY

Each employee is personally responsible for keeping the District informed of his/her name, local resident mailing address and telephone number.

II. DEFINITION

- **Directory Information** consists of the work-related contact information that is generally not considered harmful or an invasion of privacy if disclosed to the public via directories, website, and publications and which is generally used to facilitate communications among employees, students, and the public.
- **Personal Information** consists of the information that the District collects and maintains on an individual employee as part of its legal requirements as an employer, information which is necessary in order to issue salary payments and provide medical benefits, and information which may not be released or disclosed except under specified circumstances.
- **Work-Related Information** consists of access to specific data elements associated with an employee's personal information needed by persons employed by the District to perform their functions.

III. REQUIREMENTS

A. Information Certification:

At the time of hire or re-hire, each employee is required to:

1. Complete Form [HR-1](#) Information Certification verifying the accuracy of the information they have submitted to the District.
2. Complete Form [I-9](#) Employment Eligibility Verification as required by the U.S. Citizenship and Immigration Services.
3. Present evidence of identity and employment eligibility within three (3) business days of the date employment begins as required by the U.S. Citizen and Immigration Services.
 - a. Employees who fail to provide the required document(s) or receipt for a replacement document(s) within three (3) business days are subject to termination.

- b. Employees providing a receipt for a replacement document are required to produce the actual document(s) within 90 days of the date employment began. If the employee does not do so, his/her assignment is subject to termination.
- c. If a presented document does not reasonably appear on its face to be genuine and relate to the person presenting it, it is not to be accepted.

B. Employee Name

1. **Official Name:** For new and former employees, the name shown on Form [HR-1 Certification of Information](#) is the employee's official name for Human Resource and Payroll purposes. Consequently, this name must be entered into the District's computer system exactly as it appears on the form.
 - a. Names, including punctuation such as hyphens (-) and apostrophes ('), must be spelled and formatted the same on all new / rehire documents.
 - b. Special care should be used in the spelling and punctuation used for employee names as consistency facilitates salary warrant processing and aides in computer database searches.
 - c. Compound names such as De La Torres, MacDonald, St. James are to be capitalized, spelled, punctuated and spaced following the format the employee uses.
 - d. Suffixes such as Jr., Sr., and III are entered separately from the last name in the field designated for the suffix.
 - e. Titles such as Ms., Mr., and Dr. are entered separately from the first name in the field designated for the title.
2. **"Nickname:"** Employees may use nicknames in computerized systems in the field designated as "Known As."

C. Employee Address

1. Employee address and telephone information is obtained using Form [HR-5 Address and Warrant\(s\) Recipient Designation](#) which is completed by each employee as part of the new hire process and when a change to their address and/or telephone number occurs.
2. Addresses are maintained for each employee as follows:
 - a. **Official Address**
 - 1) The employee's official address and telephone number is the mailing address and telephone number listed in the District's computer system.
 - 2) An employee's official address may not be that of any location of a site administered by the Board of Trustees of the Los Angeles Community College District or a Post Office (PO) Box.

b. Salary Warrant / Direct Deposit Advice Address (“Payroll Address”)

- 1) The salary warrant / direct deposit advice is the address to which an employee’s salary warrant (remuneration) is mailed. This address may be the same as the “official” address, a different address, or a District location.
 - 2) When an employee elects direct deposit, the salary warrant / direct deposit advice address is used as the mailing address for the direct deposit advice (formally “EFT Notice.”)
 - 3) Failure to maintain a current salary warrant / direct deposit advice address will result in delay of a warrant.
- c. Employees are responsible for identifying zip code and telephone area code. Location Personnel Offices may, however, provide on-line assistance with identifying zip code and telephone area code when needed.
- d. To facilitate processing transactions such as new hires, leave of absences and the like, employees may provide, but are not required to provide additional contact information such as alternate cell phone, alternate phone numbers, and email addresses.

D. Directory Information

1. Directory information is maintained by each hiring location and is used to facilitate communications among employees as stated in [HR P-102, Employee Information Release](#).

E. Retention and Destruction of Employee Information

1. Official employee records are to be retained and destroyed according to the District’s retention and destruction policy as outlined in Administrative Regulation B-23, Chancellor’s Designees for Records Destruction and Administrative Regulation 47, Records Retention Schedule.
2. Any data source containing employee information is to be destroyed in a manner that prevents unauthorized users from accessing confidential and personal information. A data source, for purposes of this guide, includes but is not limited to the following:
 - Handwritten or printed records, notes, and correspondence
 - Databases, spreadsheet, and word processing files
 - Computer print-outs
 - Electronic mail
 - Microfilm and Microfiche

IV. ADDITIONAL SOURCES

CALIFORNIA CIVIL CODE

1790 California Information Practices Act
1798.85 Use of Social Security Numbers

CALIFORNIA GOVERNMENT CODE

6250 California Public Records Act

LACC BOARD RULES

Chapter VII. Business and Fiscal Services, Article VII Records

[7700 Request to Inspect Records](#)

Chapter X. Human Resources

Article 1 Personnel Services

[10104 Information Regarding Employees](#)

Article VIII Officially Recognized Employee Organizations

[10801 Sale of Mailing List of Employee Names and Addresses to Recognized Employee Organizations](#)

LACCD ADMINISTRATIVE REGULATIONS

[B-23 Chancellor's Designees for Records Destruction](#)

[C-10 Custodians of District Records](#)

[E-47 Records Retention Schedule / Management of Associated Student Body Fund](#)

[PS-2 Request for Information by Employee Organization](#)

LACCD HUMAN RESOURCES GUIDE

[HR P-102 Employee Information Release](#)

LACCD FORMS

[Information Certification HR-1](#)

[Address and Warrant\(s\) Designation HR-5](#)

[Employment Eligibility Verification I-9](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

[AFT Faculty Guild Local 1521: Article 24, Personnel Files](#)

[AFT Staff Guild Local 1521A: Article 18, Personnel Files](#)

[Building Trades Council: Article 22, Personnel Files](#)

[Supervisory Union SEIU Local 347: Article 21, Personnel Files](#)

[Teamsters Local 911: Article 20: Placing Material in a Personnel File](#)

U.S. DEPARTMENT OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE

[Handbook for Employers: Instructions for Completing Form I-9 \(Employment Eligibility Verification Form\)](#)