



## RELEASE OF EMPLOYMENT INFORMATION

State law covering privacy of personnel records of any staff employee specifies which personnel record information is available to the general public and establishes that all other information is confidential including that related to the evaluation of your work performance while a staff employee.

The University Library may provide personnel record information related to your work performance to a non-State agency employer only if that employer possesses a written authorization for disclosure of such information from you, or if a signed Release of Employment Information form is on file in the Personnel Office of the University Library.

To authorize the University Library to release information on your employment, you may use the form below or write your own statement covering the required information, and ask that it be placed in your personnel file.

### Personnel Record Information Available to the General Public:

- Name
- Department (Current)
- Age
- Entry on Duty Date
- Position Classification Title (Current)
- Salary (Current)
- Date and amount of most recent salary adjustment, if any
- Date of most recent change in position classification, if any
- Date of most recent termination (not including reason for termination or if you would re-hire)

**To authorize an employment reference from the University Library, please complete the following:**

I, \_\_\_\_\_ hereby authorize the University Library of the University of North Carolina at Chapel Hill to release confidential personnel record information relating to evaluation of my work performance while a staff employee to:

\_\_\_\_\_  
*Name (write "any" to release all requests)*

\_\_\_\_\_  
*Organization (write "any" to release all requests)*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee PID*

*Please return to:* Library Personnel Office  
213 Davis Library  
Campus Box 3932  
Chapel Hill, NC 27514-8890