

EMPLOYEE NAME AND ADDRESS LISTS

Employee name and address lists will be restricted to those employees with a legitimate need for the information in the performance of their duties for the District. Employees who are authorized to receive a list will be designated by the Chief Human Resources Officer or the Director of Human Resources.

Recognized employee organizations may obtain a roster of names and addresses of District employees from the Chancellor's office at a cost of \$40.00 for each employee roster. The District will require that the roster remain confidential to the employee organization.

Distribution of names and addresses of employees to any other organization or business is prohibited.