

EMPLOYEE SERVICES

Directive - 0110



Date: 03/13/2017

Previously Reviewed: 07/12/2012

Established: 06/30/1998

Confidentiality of Employee Information, Florida Statute 119.071(4)

General Information and Policy

Florida Statute Chapter 119.071(4) provides for the exemption of specified employee information from Public Record. To ensure confidentiality is maintained, the attached *Request for Confidentiality of Employee Information* form must be completed by employees, or former employees, in the positions exempted from public records or with the designated status.

City of Jacksonville Employees

Each new employee must be given the opportunity to review and complete a request form and advised that additional request forms are available for future job or status changes. All completed forms must be forwarded to the Employee Services Department. When completed upon employment, the form should be included with the hiring document package to be entered in the City's human resources information system (HRIS).

Description of Form and Updates

The updated request form reflects the current language for personnel and their exempted information. For the Human Resource exemption, the City's covered positions include the applicable managers in the Employee Services Department or the Human Resources managers in Constitutional Offices. The exempted information is described on the reverse side of the form, along with additional excerpts from the Florida Statutes.

For questions concerning a position or confidential employee information, please contact your department's designated HR Business Partner.

CITY OF JACKSONVILLE
REQUEST FOR CONFIDENTIALITY OF EMPLOYEE INFORMATION

In accordance with Florida Statute 119.07, Inspection and copying of records; ... and 119.071, General exemptions..., I am entitled to have the specified information as listed in (4)(d) of the exemptions section, treated as confidential information, see reverse side. My request is based on the item(s) checked below (√):

1.	Active or former sworn or civilian law enforcement personnel including correctional and correctional probation officers
2.	Current or former Department of Children and Families personnel whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities; or, Department of Health (DOH) personnel whose duties are to support the investigation of child abuse or neglect; or, include the determination or adjudication of eligibility for social security disability benefits, the investigation or prosecution of complaints filed against health care practitioners, or the inspection of health care practitioners or health care facilities licensed by the DOH; and personnel of the Department of Revenue or local governments responsible for revenue collection and enforcement, or child support enforcement.
3.	County Tax Collectors, or Department of Business and Professional Regulation investigators or inspectors.
4.	Firefighters certified in compliance with FS 633.408.
5.	Current or former justices of the Supreme Court, district court of appeal judges, circuit court or county court judges, state attorneys, assistant state attorneys, statewide or assistant statewide prosecutors public defenders, assistant public defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel.
6.	Current or former general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings and child support hearing officers.
7.	Current or former human resource, labor relations, or employee relations director, assistant director, manager, or assistant manager of any local government agency or water management district.
8.	Current or former code enforcement officers.
9.	Current or former guardian ad litem as defined in s. 39.820.
10.	Current or former juvenile probation officers or supervisors; detention or assistant detention superintendents; juvenile justice detention or residential officers or supervisors; juvenile justice counselors or supervisors; human services counselor administrators or senior human services counselor administrators, rehabilitation therapists, or social services counselors of the Department of Juvenile Justice.
11.	Current or former public defenders, assistant public defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel.
12.	Current or former investigators or inspectors of the Department of Business and Professional Regulation.
13.	Current or former impaired practitioner consultants who are retained by an agency or current or former employees of and impaired practitioner consultants whose duties result in a determination of a person's skill and safety to practice a licensed profession.
14.	Spouse or child of an identified employee in item ____.
15.	Other, specify: _____

I understand it is my responsibility to advise City of Jacksonville Employee Services in writing of any change that would affect the eligibility of confidentiality for my records or the records of my spouse or children.

I acknowledge this request is valid for confidentiality of information requested under the Public Records law but is not valid for requests in all circumstances. Chapter 119 requires disclosure of information in compliance with court orders, certain types of investigations and other legal documents or requests. Furthermore, if requested I must be able to furnish Employee Services with documents which support my eligibility for exemption of the specified information from public record.

_____ Signature	_____ Date
_____ Name (print)	_____ Department or Organization
_____ Witness: Name	_____ Address

FLORIDA STATUTES, CHAPTER 119, Subsection 119.071(4) (d) provides for the exemption of home addresses, telephone numbers, social security numbers, dates of birth and photographs of current or former employees in positions described on the front of this document.

The exemption also applies to the personal information of spouses and children as follows:

names of spouses and children, home addresses, telephone numbers, social security numbers, dates of birth, photographs, places of employment and the names and locations of schools and day care facilities attended by the children of such personnel.

In addition:

The exemption for current or former Department of Health personnel identified in item 2 and personnel identified in item 3 applies if the person has made reasonable efforts to protect such information from being accessible through other means available to the public.

For personnel identified in items 6 and 9 the exemption applies if the person provides a written statement that reasonable efforts have been made to protect such information from being accessible through other means available to the public

Exemptions are subject to the Open Government Sunset Review Act in accordance with s. 119.15, and shall stand repealed on October 2, 2017, unless reviewed and saved from repeal through reenactment by the Legislature. However, for specified groups the statutes provide for a later repeal date.