

**SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT 522  
BOARD POLICY MANUAL**

**POLICY  
STATEMENT**

**POLICY ISSUE** Payroll/Confidentiality

**POLICY CODE** 6014

**DATE ADOPTED** October 16, 1991

**DATE(S) REVIEWED** November 2010

**DATE(S) AMENDED** December 2010

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The Southwestern Illinois College Board of Trustees considers payroll information a confidential matter. As a service to its faculty and staff, the Board designates the Payroll Office as the official college representative for confirming payroll information for lending institutions, prospective employers, and other external agencies. No other person or office shall release confidential payroll information.