

Code: GAK

160-5-2-.50 CERTIFIED/CLASSIFIED PERSONNEL INFORMATION.

(1) REQUIREMENTS.

(a) Local units of administration shall comply with the department's *Certified/Classified Personnel Information (CPI) Guidelines and Documentation* as posted on the department's website. In compliance with the guidelines and timelines published by the department, local units of administration shall report for each employee in electronic form all information specified in the *Certified/Classified Personnel Information (CPI) Guidelines and Documentation*.

(b) The Georgia Department of Education shall maintain the confidentiality of each employee's Social Security number.

Authority O.C.G.A. § 20-2-161; 20-2-167; 20-2-182.

Adopted: September 14, 2000

Effective: October 5, 2000