

JUNEAU COUNTY

EMPLOYEE CONFIDENTIALITY AGREEMENT

This Document Contains Basic Conditions of Employment By Juneau County.

Read the Entire Document Before Signing!

This agreement is made by and between Juneau County, Wisconsin, and the undersigned person (the "Employee") as a condition of an offer of employment and continued employment of the Employee.

Employee acknowledges that Juneau County is a Wisconsin County government which provides services to its residents and others. Some of those services involve matters that are deemed confidential by Wisconsin law, administrative rules and Federal Legislation including HIPAA. Juneau County and its employees are required to maintain the confidentiality of information where disclosure of that information is forbidden by law, and are expected to be aware of the laws and rules which apply to their positions.

Confidentiality is a serious obligation which applies to all County employees. Juneau County expects that all employees will respect the privacy of individuals about whom confidential information has been received by Juneau County or its employees. The undersigned Employee agrees that the Employee shall maintain the confidentiality of all information received about specific persons unless the Employee is authorized by an executed release signed by an authorized person, by law, by directive of a supervisor or by a court to disclose the information.

The Employee acknowledges that confidentiality is necessary to allow individuals seeking County services to benefit from County services without fear that private information will become public. The interests of Juneau County as an employer require that the Employee maintain confidentiality of information. This means that the Employee may not disclose any confidential information to anyone, including the Employee's friends or family members, or in any way permit persons not entitled to confidential information to obtain that information. The obligation to maintain confidentiality continues after the Employee has left the employment of Juneau County. The Employee understands that maintenance of confidentiality is one of the most important elements of Juneau County employment, and violation of confidentiality may be grounds for the imposition of discipline, possibly to include termination, plus criminal penalties and fines.

This is a County wide policy; there may be specific confidentiality agreements in each Department that may have more specific penalties.

I, the undersigned Employee, acknowledge receiving and reading this policy, and agree to be bound by this policy during and after my employment with Juneau County.

Date: _____ Name (print) _____

Signature _____