

**CONFIDENTIALITY AGREEMENT
LEAVE SHARING BANK
REVIEW COMMITTEE**

This document represents an agreement of confidentiality between Western State College and the undersigned classified employee pursuant to his/her duties and responsibilities as a member of the College's *Leave Sharing Bank Review Committee (LSBRC)*. The undersigned agrees:

- a. To hold all confidential or proprietary information, including but not limited to, applicants' names, medical conditions, personal or family situations, leave balances, job performance, financial information, any other information presented, received or considered in regard to applications, and including the discussions and actions taken by the LSBRC, in trust and confidence; and that any such information shall be used only for the contemplated purposes, and shall not be used for any other purpose, or disclosed, revealed, or implied to any third party;
- b. That all written information, including notes taken by the undersigned, applications, doctors' certifications, or supplemental materials, shall be returned to the Human Resources office at the conclusion of every meeting of the LSBRC and may not be removed;
- c. That the disclosed information shall not be discussed with any applicant, disclosed to any other employee or third party, or discussed with any other member of the LSBRC outside of the official LSBRC meeting;
- d. That any breach of confidentiality shall result in a corrective or disciplinary action or any other legal remedies available to the College on behalf of itself or the employee whose confidentiality has been violated, and that these corrective or disciplinary actions or remedies shall survive the undersigned's tenure as a member of the LSBRC and/or employment at Western State College;
- e. Any remedies are cumulative and the College, in its sole discretion, may exercise any or all of them individually or simultaneously; and,
- f. The laws of the State of Colorado and rules and regulations issued pursuant thereto shall be applied in the interpretation, execution, and enforcement of this agreement.

Signed _____

Printed name _____

STATE OF COLORADO)
)ss.
COUNTY OF GUNNISON)

The above and foregoing was sworn to before me this _____ day of _____,
20_____, by _____ . Witness my hand and official seal.

Notary Public
My commission expires _____