



HUMAN RESOURCES, EMPLOYEE DEVELOPMENT & PAYROLL

One Mountwest Way - Suite G12, Huntington WV 25701
Phone: 304-710-3501 FAX: 304-710-3505

Authorization to Publicly Acknowledge Certain Information

My signature below indicates authorization for the Office of Human Resources, Employee Development & Payroll to release the information noted below for acknowledgement in the *Employee Connection*, on the electronic billboards, the College web-site, and other College related means.

Examples of use include: Happy Birthday! , Congratulations!

Please indicate what information may be released:

- Birthday (Month & Day only)
- Photos
- Accomplishments/Awards
- Years of Service/Retirement
- Announcements: Birth, Marriage, New Degree Earned, etc.
- Other _____
(Please indicate any other type of information you may be authorizing for release)

Printed Name: _____

Signature: _____

Date: _____

This form will be placed in the employee's personnel file. A copy should be made for the employee's own records. For questions relating to the release of information by the Office of Human Resources, Employee Development & Payroll, please contact us at 304-710-3501 or hrempdev@mctc.edu.

Disclaimer: Certain information related to an employee's work at Mountwest is considered to be public information. This information includes: Name, Title, Office Number, Telephone, and Email Address. We take every precaution to protect the personal information of all employees.