

EMPLOYEE DIRECTORY EXCLUSION FORM

Lane Community College has established a public on-line employee directory. This directory includes the following departmental information: *Employee's name, title, department, address, phone number, and email.*

An employee may request to be excluded from being listed publicly in this departmental directory for personal safety reasons only.

I request to be excluded from the public Lane Community College departmental directory for personal safety reasons.

This exclusion will remain in effect unless otherwise amended by you.

Please revoke exclusions.

Employee Name (please print): _____

Employee L#: _____

Employee Signature: _____ **Date:** _____

Office Use only:

Entered by: _____ **Date:** _____ **Scanned date:** _____