
WORKPLACE RECORDING POLICY

Pathways Academy Adult Education (“PAAE” or “Charter School”) adopts this Workplace Recording Policy to set forth expectations regarding the recording of classes, meetings, telephone or Zoom meetings, discussions or other conversations with colleagues or students.

PAAE may choose at its discretion to record team meetings for the purpose of follow-up notes and action items and to share afterwards. We intend to create a workplace where employees and leaders trust each other and therefore, prohibit the recordings of private meetings between employees unless where prohibited by state or federal law. As a practice, PAAE will generally not consent to recordings unless where required. This policy is in no way intended to infringe on any employee’s legally protected right to record.

Recording Consent

The State of California is a two party consent state which requires each party to explicitly agree to the conversation being recorded. It is prohibited by California law that any person secretly record a conversation.

No employee may record, by any means whether electronically or recording device, a conversation with other employees or Board members unless all of the following criteria have been met:

- There is a legitimate business purpose for the recording
- Consent has been received from all parties involved
- Information being shared is not proprietary or copyrighted material that prohibits recording

If either party withdraws the consent at any time, even in the middle of a conversation, there is no choice but to stop the audio recording.

Employees who wish a conversation to be recorded but PAAE did not give consent, will receive an email of the items discussed in the meeting including action items as record of the meeting.

The following information is prohibited from being recorded even if with consent:

- Any meeting where PAAE proprietary material is shared
- Recordings of student meetings unless permitted by law
- Any financial information

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Employee Acknowledgement

I acknowledge that I have received and understand the provisions of the Workplace Recording Policy and consent to being recorded.

Employee Signature

Printed Name

Date