

PERSONNEL FILES

Access to Personnel File

For the purpose of making faculty and staff employment decisions, the university maintains individually identifiable personnel files on persons who have been or who are its employees. This policy is intended to provide guidelines for access to those records in order to promote an informed public while maintaining the security of personnel records necessary to protect the privacy of its employees and the interests of the institution in fulfilling its constitutional functions.

Access to appropriate records shall be in accordance with the provisions of this policy. Permission to review a personnel file must be submitted in writing.

Confidentiality: The following personnel records shall be deemed confidential and may be withheld from public access:

1. Those that relate to internal personnel investigations including, without limitation, examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
2. Those where disclosure would constitute a clearly unwarranted invasion of personal privacy such as, but not limited to, employee evaluations, medical documentation, payroll deductions and employment applications submitted by persons not hired by the university.
3. Those that are specifically required by law or university policy to be kept confidential.

Access to Personnel Files—Personnel files shall be made available to individuals to review in accordance with the following guidelines provided that the files may be inspected by persons so entitled only under the supervision of the custodian or his/her designee in the Office of Human Resources.

1. With the exception of information/records excepted or excluded elsewhere in this policy, personnel files shall be made available for inspection, copying and/or mechanical reproduction in accordance with procedures established under this policy or otherwise provided by law such as by court order or subpoena. Examples of available information include, without limitation: (a) an employment application of a person who becomes a public official; (b) the gross receipts of public funds; (c) the dates of employment, title or position; (d) any final disciplinary action resulting in loss of pay, suspension, demotion of position or termination.

2. Supervisors or administrators shall have access to the personnel files of persons employed or being considered for employment in their areas of responsibility on a need-to-know basis and shall have authority to share the information with others responsible for personnel recommendations and/or decisions; further, other institutional officers or employees showing a legitimate need for the information shall be permitted such access.
3. Except as may otherwise be made confidential by statute or university policy, an employee (or his/her designee as authorized in writing and signed by the consenting employee) shall have a right of access to his/her own personnel file.