



PROCEDURE

Personnel Records of Employees

Procedure Administrator: Associate Vice President for Human Resources

Authority: N.J.S.A. 18A:64-8

Effective Date: February 25, 1977; May 30, 2009; August 10, 2010; June 23, 2022

Index Cross-References: Procedure 6134: Changes in Personal Status; Procedure 6131: Employee Identification Card

Procedure File Number: 6395

Approved By: Dr. Harvey Kesselman, President

I. PROCEDURE:

- A. Responsibility. The Office of Human Resources is the official repository of all employee personnel records for the University.
- B. Basic Elements of Employee Personnel Records.
 1. Suitable personnel records include those indicating special competencies, achievements, research, performance, and contributions of an academic, professional, or civil nature together with records of various administrative or personnel actions. An employee may submit to the University such commendations which they deem worthy to be included in their personnel file.
 2. Materials received from committees, department chairs, administrative officers or other responsible sources concerning an employee's competency, service, character, or conduct shall be signed by the originator before being placed in the employee's personnel file.
 3. Anonymous communications shall not be placed in the personnel file of any employee with the exception of documents specifically provided for in the evaluation procedure.
- C. Reproductions or Copies.
 1. A copy of records contained in an employee's personnel file dealing specifically with an employee's retention, dismissal, salary improvement, promotion, or tenure shall be transmitted to the employee immediately upon request. A copy of other records on file in an employee's personnel file, including all items submitted by the employee, shall be made available to the employee upon request and may be subject to a fee.
 2. Records that deal specifically with an employee's retention, dismissal, salary improvement, promotion, or tenure which were not previously transmitted to the employee, and which are to be relied upon in personnel actions, shall be made available to the employee

upon request. If the Employee disputes any records, they will be provided with a reasonable time to submit a corresponding statement.

D. Review of File.

Upon scheduling an appointment with the Office of Human Resources, any employee or former employee may review and examine pertinent documents in their personnel file.

E. Confidential Information.

Information solicited in confidence as part of the initial appointment process is considered confidential and may not be reviewed by the employee.

F. Confidentiality of Record.

1. The confidentiality of each employee's personnel record will be maintained by the University. Except for public information as described below, access to personnel information and files will be limited to those University employees who are directly involved in the administration, analysis, or evaluation process related to a particular employee's file.
2. A log will be maintained showing any removal of a personnel file from the Office of Human Resources. The log will contain the following information:
 - a. Name of employee (name on personnel file).
 - b. Date of removal.
 - c. Signature of person receiving the personnel file.
 - d. Date file was returned, examined, and restored into the file system at the Office of Human Resources.

G. Public Information. The following is classified as public information:

1. An individual's name, title, position, salary, payroll record, length of government service, date of separation from government service and reason for separation; and if applicable, the amount and type of pension an individual may be receiving.
2. Data that discloses conformity with educational or medical qualifications required for state employment or for the receipt of a public pension; however, at no time shall medical or psychological information be released.

H. Permanent Removal from File.

Materials may be removed from an employee's personnel file upon mutual agreement of the employee and the President of the University or their designee.

Review History:

	Date
Procedure Administrator	03/09/2022
Divisional Executive	04/04/2022
General Counsel	04/26/2022
Cabinet	06/20/2022
President	06/23/2022