



PROCEDURE

Personnel Records of Employees

Procedure Administrator: Director of Human Resources

Authority:

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

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

Procedure File Number: 6395

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PROCEDURE:

- A. Responsibility. The Office of Human Resources is the official depository 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 he/she deems worthy to be included in his/her personnel file.
 2. Material received from committees, department chairpersons, 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. Except items submitted by the employee, a copy of an item included in the employee's Personnel file and dealing specifically with an employee's retention, dismissal; salary improvement, promotion, or tenure, shall be transmitted to the employee immediately. A copy of other filed items, including all items submitted by the employee, shall be made available to the employee upon request and at the expense of the employee.
 2. Items which deal specifically with an employee's retention, dismissal, salary improvement, promotion, or tenure which was not previously transmitted to the employee and which is to be relied upon in personnel actions, shall be made available to the employee and a reasonable time provided for response.
- D. Review of File. Any employee may review and examine pertinent documents in his/her 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. Except for public information as described below, access to personnel information and files will be limited to those directly involved in the administration, analysis, or the 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. That data which discloses conformity with educational or medical qualifications required for state employment or for the receipt of a public pension, but in no event shall detailed 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 his designee.

Approval History:

	Date
President	08/10/10