

Personnel Files

Updated May 2020

The personnel records of each current and former employee are the property of the University. These files are regarded as confidential and consist of pertinent job-related information. Files kept by the Office of Human Resources may include employment applications, performance appraisals, job status changes, current and historical salary data, fringe benefit information, letters of commendation, current letters of reprimand, internal correspondence, and other documents which pertain to an employee's relationship with the University. The faculty files in the Office of the Provost pertain to the academic component of employment.

Employees may schedule an appointment with the Office of Human Resources and/or the Office of the Provost to review the information contained in their personnel file. Individuals will have access to their file only in the presence of an administrator or staff member of these offices. Materials may not be copied without approval.

Internal access to personnel files is limited to supervisors who are considering the employee for a promotion, transfer, or disciplinary or other personnel action, and other management officials who have a legitimate, verifiable need to know specific information about the employee.

No information in a personnel file will be disclosed to anyone outside the organization without a signed consent from the employee or former employee specifically authorizing the release of the information, unless otherwise required by law. The University reserves the right, however, to verify basic information such as employment status and job title without notification to the individual involved and to cooperate with law enforcement, public safety or medical officials who have a valid need to ascertain limited, specific information about an individual.

To ensure proper maintenance of payroll, fringe benefit and employment records, the Office of Human Resources must be notified promptly of changes in address, telephone number, marital status, name, number of dependents, names of beneficiaries, and any other changes to personal data.