

## PERSONNEL RECORDS

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### 1. GENERAL

It is the policy of the University to maintain personnel records and information for current and past members of the faculty and staff. The following details University policy for employee access to personnel files that are the property of the University.

### 2. PERSONNEL FILE CONTENTS

- a. The University maintains personnel files containing information which is needed by the University to conduct its business or which is required by federal, state or local law.
- b. Faculty and staff should assist the Human Resources Department in keeping personnel records current and are requested to notify Human Resources in writing of any changes in the following: name; address; telephone numbers; marital status (for benefits and tax withholding purposes only); number of dependents, addresses and telephone numbers of dependents, spouse/former spouse or qualified domestic partner (for insurance purposes only); beneficiary designations for any of the University's insurance, disability or pension programs; and persons to be notified in case of emergency.
- c. An employee who has a change in the number of dependents or marital status should complete and submit to the Human Resources Department, a new Form W-4 for income tax withholding purposes within ten days of the change, if the change results in an increase or a decrease in the number of claimed dependents.

### 3. VIEWING OF PERSONNEL RECORDS

- a. Faculty and staff employees may inspect their own personnel records. A written or verbal request to do so should be directed to the Human Resources Department (Employee Relations). Human Resources will then schedule a time for the inspection. Employees may not request a copy of their file or any part of its contents.
- b. An employee who, after inspection of his or her personnel files, believes that any material contained therein is inaccurate or irrelevant may submit a written statement detailing such belief for inclusion in the file.

### 4. RELEASE OF INFORMATION TO ENTITIES OUTSIDE THE UNIVERSITY

- a. Faculty and staff employees are to refer all requests from outside the University for work related information concerning employees and former employees to the Human Resources Department (Employee Relations); the Department may release the following information without first obtaining the consent of the employee or former employee:
  - (1) employment dates;
  - (2) positions held; and
  - (3) location of job.

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- b. Other types of information contained in the personnel files may be released only with the consent of the Director of Human Resources (or his or her designee) and upon the written authorization of the employee or former employee to release such information to entities outside the University.

*Drafted by the Director of Human Resources in consultation with the Legal Department,  
November 12, 2001*

**Approved by the President: January 17, 2002**