



Policy Title	Personnel File Review Policy	Effective Date:	3/1/13
Policy #	3.8		
Functional Area	Employment	Revised Date(s)	
Policy	Personnel File Review Policy		
Statement	Human Resources (HR) is required to maintain employment related information for every employee. Staff and Faculty are entitled to view their personnel files. Personnel files are retained for seven years following the date of termination.		
Philosophy	Personnel files are confidential and are University property. Authorized University employees may have access to such records only on a “need to know” basis.		
Procedures	<p style="text-align: center;">Personnel File Review</p> <p>Employees are entitled to review their personnel file in Human Resources during an agreed-upon time. Employees can also allow an authorized designee to review their personnel file. Listed below are the steps to request a personnel file review.</p> <p><u>Current Employee, Former Employee, or Authorized Designee</u></p> <ol style="list-style-type: none"> 1. Complete the “Request to Review Personnel File” form and submit to HR to request review of your personnel file 2. HR Staff member coordinates review of personnel file. 3. HR Staff member is present when employee and/or designee examines personnel file. <p><u>Administration</u></p> <ol style="list-style-type: none"> 1. Supervisors and other administrative professionals will be granted access to personnel files as needed and as determined by HR. 2. To request review of a personnel file, supervisors should contact their Human Resource/Organizational Development (HROD) Consultant. <p>Employees are entitled to copies of documents contained in their personnel files at their own expense.</p> <p style="text-align: center;">Personnel File Additions</p> <p>Employees are encouraged to submit information such as educational transcripts, or certifications, or other related information that documents employment qualifications.</p> <p>If the employee disagrees with information contained in a personnel file, removal or correction of that information may be mutually agreed upon by HR and the employee. If such an agreement cannot be reached, the employee may submit a written statement explaining his or her position, which will become a permanent part of the file. The Bullard Plawecki Employee Right to Know Act allows a statement of up to five sheets of eight and one half inch paper to be added to the file.</p>		

Responsibility	Contact the Director, Compensation & Employment if you have questions about this policy or if you need more information.
Resources	HR Privacy Policy Request to Review Personnel File Form Bullard Plawecki Employee Right to Know Act For additional information related to personnel file review and processes, please refer to the appropriate bargaining contract: <ul style="list-style-type: none">• Click here for faculty bargaining contracts• Click here for staff bargaining contracts