

# POLICY STATEMENT 40

## CONFIDENTIALITY OF PERSONNEL RECORDS OF UNIVERSITY EMPLOYEES

### POLICY DIGEST

Monitoring Unit: E o g X h O ] m i o l [ ] J X h X ` ] g ] h n  
Last Revised: April 1, 201

## I. PURPOSE

To define those materials which constitute personnel records, to identify those persons who may have access to such records and to specify conditions governing access to and use of personnel records.

## II. DEFINITIONS

- A. Personnel Records - Any record maintained in any administrative office of the University in connection with the recruitment and employment of any person whether the record is stored in printed or written form, micrographically, electronically or otherwise. Such records include but are not necessarily limited to letters of application, personal resumes, letters of recommendation, academic records, materials furnished by a placement service, appointment forms, records of promotion or other changes in status subsequent to appointment, salary raises, leave

D. Office of Internal Auditing - Working papers and other materials gathered by University auditors become available as public records only in the form of a completed audit report upon its issuance. Audit reports may only be made a part of an employee's personnel record if applicable to employee discipline.

E. Grievance and Disciplinary Hearings- Papers, notes, tapes, and minutes of grievance or disciplinary proceedings are not personnel records until such time as those proceedings are final. 41-CFR-5-2 (e) TJ 0

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agencies with written authorization of the Vice President for Finance & Administration and CFO. Printed or computerized listings of employee information will not otherwise be provided except as may be required by law. In all cases, the costs of providing employee information will be borne by the information requestor.

Salary information of a University employee may be obtained only upon request to the Vice President for Finance & Administration. In such case, the University reserves the right to notify affected persons of the names of persons to whom information was furnished.

All University employees may review their own official personnel records. Letters of recommendation or references obtained as a part of the tenure review process will not be made available to the employee except for letters containing explicit statements by the maker that the letter is not to be regarded as confidential. The personnel record of any individual will be made available to him or her upon written request and within a reasonable period of time not to exceed three (3) working days to allow the custodian of the record or his designated deputy to screen the file for confidential material.

The University does not provide information about applicants for employment until such time as they become employees. The resumes of applicants for employment, therefore, will be considered as confidential unless the applicant agrees to the release of such information.

Administrative officers of the University will have access to the personnel files of all employees within their areas of