

Subject: **Access to Personnel File**

Applies to: All Faculty and Staff

I. Policy: Faculty and staff have access to their personnel files to ensure that information is accurate and up-to-date. The Office of Human Resources maintains personnel files and has been entrusted with the information that is confidential. Appointments for file reviews must be made in advance.

II. Guidelines/Procedures:

File Reviews:

File reviews may be held under the following conditions:

- A. Once a year a faculty or staff member may, in the presence of a representative of the Office of Human Resources, review their personnel record, excluding any documents which were obtained with the understanding between the University and the sender, that such documents would be confidential. Appointments should be arranged at least two weeks in advance.
 - 1. Copies of any non-confidential contents will be made available to the faculty or staff member at the time of the file review only.
 - 2. Staff members may submit rebuttal statements to their file.
- B. Supervisors, in the presence of a representative from the Medical Center or River Campus Offices of Human Resources, may review their staff members' files. Appointments should be arranged at least two weeks in advance. Additionally, supervisors should review the personnel file of final internal candidates being considered for positions in their department.

See also Policies: #401 Changes in Personal Data
#406 Reference Checks