

Policy 705.10 – Personnel Files

Date Adopted: 8/19/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: M.O.M. 3-0110; Collective Bargaining Agreements

I. POLICY

An employee's position title(s), duration of employment, and salary are public information and must be released on request. Other records are confidential and access to them is limited, as set forth in established University and Human Resources procedures and applicable collective bargaining agreements. Official UMW personnel files are maintained in the office of the Provost/Vice Chancellor for Academic Affairs for Faculty, Contract Professional, and Contract Administrative employees, and in the Human Resources Services Office for classified and non-classified employees.

II. PURPOSE

This policy provides guidelines for what is considered public information about UMW employees.

III. PROCEDURE

The Office of the Provost/Vice Chancellor for Academic Affairs maintains personnel files for Faculty (tenure track, temporary, adjunct), Contract Professional, and Contract Administrative employees. These personnel files typically contain copies of the Board of Regents contracts, performance evaluations, documentation of disciplinary action, and documentation pertaining to employment or working conditions. Payroll documents including copies of contracts and personal data such as address, phone number, tax exemptions, and insurance and annuity information are maintained in a separate personnel file in the Human Resource Services Office.

Classified and non-classified employees are entitled, upon request, to review their personnel file during office hours in the Human Resource Services Office. Personnel files typically contain copies of pay documents, performance evaluations, documentation of disciplinary action, documentation pertaining to employment or working conditions, and personal data such as address, phone number, tax exemptions, and insurance and annuity information.

An employee's supervisor may review the employee's personnel file upon request. Personal information regarding insurance, annuities, and exemptions is removed prior to that review.

No information reflecting critically upon an employee shall be placed in the employee's personnel file unless the employee has received a copy of such information.

An employee may file a written response to performance evaluations and disciplinary action letters contained in the employee's personnel file. Disciplinary warning letters shall be maintained in accordance with applicable collective bargaining agreements or personnel policies. Copies of statements, documents, and other information employees want to place in their personnel files must be provided to each employee's supervisor.

Access to employee personnel files is permitted for job-related purposes. Individuals who have access to an employee's personnel file include the employee supervisor(s) in the direct line of managerial authority, the Vice Chancellor for Administration & Finance/Student Affairs, legal counsel representing UMW, and Human Resource Services staff for the purpose of preparing or maintaining those files. Others with limited access to employee personnel files are: internal and independent auditors and various federal and state agencies. Other persons or agencies may obtain access to employee personnel file only with the employee's written permission or with a valid legal order.

IV. AUTHORITY

M.O.M. 3-0110; Collective Bargaining Agreements

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Provost/Vice Chancellor for Academic Affairs, Executive Assistant to the Provost/VCAA, Associate Director of Human Resource Services, Supervisors