

RULES AFFECTING

CLASSIFIED AND ADMINISTRATIVE/PROFESSIONAL STAFF

SECTION SEVENTEEN

17.0 PERSONNEL FILES

- A. Necessary job-related and personal information about each employee will be retained in the official personnel file kept by the Human Resources Department, and does not leave that office without specific approval of the Human Resources Department. The contents of each file will include; basic identifying information (e.g., name, address, and job title); completed employment applications or other hiring-related documents; notices of pay changes; information on benefit coverage; performance evaluations and information on other employment-related actions (e.g., promotions, training, disciplinary action); and other job-related information deemed essential by management. The employee should inform the Director of Human Resources immediately of any changes in personal data such as the employee's address phone number, marital status, number of dependents, person to notify in case of emergency, and beneficiaries under any applicable insurance policy.

- B. Current and former employees have the right to inspect and copy the information in their files. Individuals will be given access to their files at a mutually convenient time and place. In compliance with California Labor Code, Sec. 432, the university reserves the right to withhold from inspection letters of reference and records relating to the investigation of a possible criminal offense. Internal access to a personnel file is limited to supervisors and managers who are considering the employee for a promotion, transfer, or other personnel action, and to other management officials who have a legitimate, verifiable need to know specific information about the worker.

- D. No personnel information will be disclosed to any party outside the organization unless the current or former employee provides a signed consent to release the information. The university reserves the right to verify basic information (e.g., employment status or job title) without notifying the individual involved, and to cooperate with law enforcement, public safety, or medical officials who demonstrate a legitimate need to know specific information.

- E. Employees who question the accuracy or completeness of information in their files should discuss their concerns with the Director of Human Resources who will consider any objections and remove erroneous or improper information. Should disputed information be retained in the file, the employee may submit a brief written statement identifying the alleged errors or inaccuracies. The statement will remain in the file as long as the disputed information is retained.

- F. Any files maintained by a supervisor, dean, director, department head, vice president or other representative of management and which are used for employment decisions such as, but not limited to, promotion, evaluations, compensation, discipline and the like are also available for inspection by the employee by appointment with the appropriate manager.