

March 2014

## 3.5 Personnel Records – Confidentiality and Access

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/staff-handbook>

---

### Recommended Citation

Saint Mary's College of California (2014) "3.5 Personnel Records – Confidentiality and Access," *Staff Handbook*: Vol. 2014 , Article 38.

Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2014/iss1/38>

This Main Text is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Staff Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact [digitalcommons@stmarys-ca.edu](mailto:digitalcommons@stmarys-ca.edu).

## **3.5 Personnel Records – Confidentiality and Access**

Federal and state laws and Saint Mary's policy require the collection and retention of certain personnel information. Human Resources maintains the only official personnel files for all employees of the College covered by this Handbook.

### **3.5.1 Access**

Employee personnel files are maintained with strict confidentiality. Access to employee personnel files is limited to the President of the College, Provost, Vice Presidents/Provosts (for employees under their jurisdiction), General Counsel, Assistant Vice President of Human Resources, Human Resources staff, and the employee's supervisors, for business-related needs.

### **3.5.2 Contents of Files**

Human Resources determines what documents will be maintained in personnel files and how long the documents are retained, in accordance with applicable laws, statutes and court orders.

### **3.5.3 Employee Inspection of Personnel File**

An Employee who wishes to inspect his/her personnel file should make a written request to Human Resources. Within a reasonable time for Human Resources to ensure that the file is up to date, an appointment will be arranged. An Human Resources representative will be present during the inspection. The employee cannot remove any information from his/her personnel file nor have a copy of the file. However the employee may make written notes about the documents, and Human Resources can make copies of documents for the employee that the employee has signed. If an employee does not agree with something in the file, he or she may submit additional information which, at the sole discretion of the Assistant Vice President of Human Resources or designee, may be included in the file.

### **3.5.4 Other Requests for Personnel Information**

All faculty and staff home addresses and telephone numbers are considered to be private information unless the employee specifically authorizes their release. The President, Provost,

### Section 3 – Working at Saint Mary's College

Vice Presidents/Provosts, General Counsel, the employee's supervisors and Human Resources have a right to this information, if needed.

During and after employment with the College, the College will release certain information about an employee's or former employee's employment as follows:

- Human Resources will provide or verify employment dates and job titles when requested by an external party.
- Salary or other more specific information will be released only if the employee or former employee has given written permission to do so, and the signed release specifying what information can be released is submitted with the request.
- HR will respond to a lawful court order, subpoena, federal or state agency request, permissible discovery requests in litigation matters, or order or request of the IRS or Franchise Tax Board for records;
- HR will furnish relevant factual information to authorized government agencies (e.g., social security, unemployment insurance, disability insurance) for benefits purposes.