

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **PERSONNEL RECORDS**

Policy #: **6.7**

You have the right to examine and copy the information contained in your own personnel file. Official personnel records for all employees are maintained in University of Arkansas Human Resources, where you may view your own file at any time during regular business hours by appointment. Standard items found in the Human Resources personnel file include but not limited to; application and/or resume, transcript, personnel action form, evaluation(s), disciplinary action. Copies of your personnel may be obtained for a fee. Your department may also maintain personnel records. If so, you have the right to view your own file by coordinating with the supervisor or the supervisor's designated personnel.

Your personnel records may also be viewed by University officials who have a legitimate need to review them, such as your supervisor, your prospective supervisor if you have applied for a promotion or transfer, persons involved in the investigation or settlement of a formal grievance or complaint filed by an employee, an attorney and others who are investigating state workers' compensation claims.

In the event of law enforcement or agency investigation in which your personnel records are relevant, they may be made available to University attorneys and other involved in the investigation or litigation. Your records may also be made available in response to a lawfully issued subpoena or court order.

Resource(s):
Approved by:
Approval date:
Custodian: