



Idaho State University

POLICIES AND PROCEDURES

Personnel Files

ISUPP 3140

POLICY INFORMATION

Policy Section: *Human Resources*

Policy Title: *Personnel Files*

Responsible Executive (RE): *AVP of Human Resources*

Sponsoring Organization (SO): *Office of Human Resources*

Dates: Effective Date: *May 2002*

Revised: *April 10, 2015*

Review Date: *April 2020*

I. INTRODUCTION

This policy establishes guidelines for personnel records access and retention in accordance with Idaho State Board of Education (Board) policy, Section II, P.4, Personnel Files.

II. POLICY STATEMENT

It is the policy of Idaho State University (University) to: 1) guarantee that all personnel file information is consistently maintained in accordance with current personnel practices and applicable state and federal laws; 2) to make certain that employee personnel file data is properly safeguarded and protected; and 3) to provide for employee and management access to the data maintained in personnel files in a logical and systematic fashion.

III. AUTHORITY AND RESPONSIBILITIES

- A. The Office of Human Resources (HR Office) is responsible for maintaining this policy and is the custodian of personnel files. It is the responsibility of the HR Office to ensure that all

levels of the management chain are informed and understand the related laws, rules, policies and limitations of personnel records access and retention.

- B. Supervisors, department heads and department chairs are responsible for contacting the HR Office any time there is a question regarding personnel records access and retention. Such supervisory personnel must adhere to the respective employment laws, rules, policies and limitations of personnel records access and retention with the assistance of the HR Office.
- C. Employees are responsible to review and understand the policy and to contact the HR Office if they have questions regarding this policy or their personnel file.

IV. PROCEDURES TO IMPLEMENT

A. Employee Files

1. An employee's personnel file will be available to the employee for examination in the HR Office with reasonable notice and during regular business hours; a Human Resources staff member will be present during the examination.
2. No documents that are anonymous or based on rumor may be placed in the personnel file. Both the supervisor and employee should be aware of all documents contained in the personnel file.
3. The employee may, pursuant to Idaho Code 9-342, request in writing an amendment of any record pertaining to that employee. Within ten (10) days of the receipt of the request, the HR Office will 1) make any correction of any portion of the file which the individual establishes is not accurate, relevant, or complete, or 2) inform the employee in writing of the refusal to amend in accordance with the request and the reasons for the refusal, as set forth in Idaho Code 9-343 and 9-344.
4. Within three (3) days of a written request and payment of the cost of photocopying, the employee may obtain copies of any materials in his or her personnel file.
5. Management Access to Personnel Files – Current and perspective management will be allowed access to these files strictly on a need-to-know basis. In accordance with Idaho Code 67-5309(o) and Division of Human Resources Rule 220.04, the service record and all performance evaluations of employees who are being considered for transfer, reemployment, and/or promotion, will be made available to the prospective hiring authority among agencies of the State of Idaho.

B. Personnel Records Exempt from Disclosure

1. The University will refuse to disclose to third parties personnel records or information from the records of a current or former employee other than the employee's public service or employment history, classification, pay grade, longevity, gross salary and salary history, employment status, workplace and employing entity.
2. All other personnel information relating to the employee or to an applicant for employment, including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, and performance evaluations, will not be disclosed to the public without the employee's or applicant's written consent.

C. File Maintenance and Retention

1. All employment applications for vacant non-classified and faculty positions must be retained for a minimum of one (1) year following the appointment of a person to the position.
2. Any personnel file related to and/or involving legal action must be kept indefinitely.
3. Personnel files must be retained for a minimum of three (3) years following severance of employment. A summary record of employment must be kept indefinitely.

V. RELATED POLICIES AND LAWS

- A. Administrative Rules of the Idaho Division of Human Resources and Personnel Commission
 1. Rule 220 RECORDS
- B. Idaho Code 67-5309 Personnel Systems
- C. Idaho Code 9-342 PUBLIC WRITINGS; ACCESS TO RECORDS ABOUT A PERSON BY A PERSON
- D. Idaho Code 9-343 PUBLIC WRITINGS; PROCEEDINGS TO ENFORCE RIGHT TO EXAMINE OR TO RETRIEVE A COPY OF RECORDS
- E. Idaho Code 9-344 PUBLIC WRITINGS; ORDER OF THE COURT