



HUMAN RESOURCES POLICY

SUBJECT:	Employment & Related Matters	TITLE:	STAFF PERSONNEL RECORDS		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President Human Resources		Responsible Office:	Human Resources	
CODING:	30-01-20-70:00	ADOPTED:	07/01/90	AMENDED :	5/06/09
			LAST REVIEWED: 5/06/09		

- I. PURPOSE:** To set policy regarding the administration of staff personnel records.
- II. ACCOUNTABILITY:** The Vice President for Human Resources is to ensure compliance with this policy.
- III. APPLICABILITY:** This policy applies to University staff employees only (non-faculty).
- IV. POLICY:** It is the policy of the University to maintain personnel records for each staff member. Such records are directly related to the staff member's employment history with the University.
- V. PROCEDURE:**
 1. The central personnel file maintained in the campus Human Resources Office shall be the official University personnel record.
 2. All staff member personnel files are regarded as confidential and will only contain information that is required by the University in conducting its business or as required by Federal, State, or local laws.
 3. A staff member shall, within five (5) working days of a written request to the Human Resources Generalist, have an opportunity to review his/her personnel file in the presence of an authorized Human Resources representative.
 4. Personnel files are deemed to be confidential and therefore other than the employee, access shall be strictly for business reasons and is limited to:

- i. Authorized Human Resources representatives;
 - ii. A staff member's immediate supervisor and/or department head; or upward in the chain of command;
 - iii. Management considering the staff member for a transfer into their department as a result of a job bid; layoff, etc.;
 - iv. University legal counsel, University Risk & Claims Management;
 - v. Such other individuals as deemed appropriate by the Vice President for Human Resources
5. Staff members may not remove or alter any information in the personnel file. If a staff member has information which he/she would like included in the file, such information may be submitted to the Human Resources Generalist for review. If deemed appropriate by the Human Resources Generalist, the information will be included in the staff member's file. If not so deemed, the staff member will be informed in writing of the reason(s) why the information will not be included.
6. If the staff member feels that certain material is irrelevant, inaccurate, or obsolete, he/she may submit a written request to the Director of Human Resources Services seeking to remove the material from the file. The Director of Human Resources Services will review the request and inform the staff member in writing, if the material will be removed, or the reason that the information shall remain in the file.
7. All requests for personnel information from sources outside of the University shall be directed to the appropriate campus Human Resources Data Administration office. Data Administration will only release information in response to written requests, and after obtaining written consent of the individual who is the subject of the inquiry. The University, however, will comply with requests for information from law enforcement agencies or through the normal subpoena and court order processes. Verbal requests for verifications of employment will not be complied with.
8. In order to keep the University's personnel records current, it is the responsibility of all employees to update their personal information as necessary. Employees shall also update the Human Resources Benefits Office of any personal changes as appropriate.

The following information can be updated online at the My.UMDNJ Employee Self-Service site:

- Address
- Telephone
- Emergency Contacts
- Name Change

Changes to the following items must be made in writing to the Campus Human Resources office:

- Marital Status
- Number of Dependents
- Educational Accomplishments

9. Access will be provided to former employees to view their personnel files for up to six (6) months from their date of separation.

By Direction of the President:

Vice President for Human Resources