



Policy:

Employee Access to Personnel Files

Scope

The policy and procedures set forth are for the purpose of storage and retrieval of personnel files as well as providing employees supervised access to their personnel file and/or re-contracting file.

Rowan University is committed to providing a personnel file storage and retrieval system that secures the privacy of employee files and maintains the integrity of the data contained in those same files. Personnel file system and maintenance are the responsibility of the Department of Human Resources and access to the personnel file room is limited to personnel designated by the Chief Human Resources Officer/Vice President.

Purpose

The purpose of this policy is to secure HR files and provide service to those employees and other management/supervisory personnel who need access to the files. Removal of files by authorized personnel will be facilitated by the Records Management function of Human Resources as identified by the Chief Human Resources Officer/Vice President.

Procedure

Any employee wishing to conduct a supervised review of the information in his/her personnel f