

## **POLICY ON ACCESS TO EMPLOYEE PERSONNEL FILES**

*Dated: October 8, 2014*

*Supersedes: Access to Employee's Personnel File, HR.202, dated October 18, 2007*

### **I. PURPOSE**

To establish guidelines protecting and safeguarding the privacy of current or former employee's personal information.

### **II. POLICY**

It is the policy of New York Medical College (the "College") that information contained in the employee's personnel file is kept confidential and that only those who have a legitimate "need to know" may have access to employee information.

### **III. SCOPE**

This policy applies to all current or former College faculty, staff and CBU employees.

### **IV. DEFINITIONS**

#### **A. Employee**

Any person currently employed, laid-off with re-employment rights, or on leave of absence. The term does not include applicants for employment.

#### **B. Personnel File**

Any record maintained within the College's Human Resources Department which had been used or may be used to affect an employee's employment, promotion, transfer, compensation or disciplinary action and represents the College's official file. Refer to the College's Record Retention Policy.

#### **C. CBU - Union represented employees (Collective Bargaining Unit).**

### **V. PROCEDURE**

#### **A. Employees may inspect their own personnel records and may request a copy of documents in the file. A request for inspection must be submitted**

in writing to the Human Resources Department and will be scheduled at a mutually convenient time.

- B. All inspections must be conducted in the presence of a designated member of the Human Resources Department and a **Personnel File Access Request (HR-29)** form must be signed by the employee, at the time of the inspection, dated, and retained in the employee's file.
- C. Employees who feel that any material on file is incomplete, inaccurate or irrelevant may submit a written request to the Human Resources Department so that files can be reviewed accordingly. The Human Resources Department will respond to the employee's request in a timely manner.
- D. Only supervisory and management employees who have employment-related inquiries may inspect an employee's file. The inspection must be approved by the Human Resources Department.
- E. Supervisors who receive either a written or verbal request for employment verification from outside the College, must refer the request to the Human Resources Department.
- F. External requests for salary information must always be submitted in writing with an employee authorization to release information. The only information which may be released by verbal request by the Human Resources Department is:
  - 1. Employment date(s)
  - 2. Position held
  - 3. Department and location of job.
- G. Specific information relating to salary and reason for termination may only be verified by the Human Resources Department in writing when the request is accompanied by the former employee's authorization.
- H. Requests for employee's performance evaluation by sources outside the College require a written employee release.
  - 1. Upon receipt of the Employee Authorization, the Human Resources Department will send the Employee Release and the Employment Verification form that contains the performance evaluations section to the employer's supervisor for completion.

2. The completed Employment Verification form is then returned to the Human Resources Department for:
  - a. Review.
  - b. Mailing to requestor.
  - c. Placing a copy in an employee's file.

**VI. EFFECTIVE DATE**

This policy is effective as of the date signed below.


**VII. POLICY MANAGEMENT**


Responsible Officer: Senior Vice President and Chief Financial Officer

Responsible Executive: Associated Vice President of Human Resources

Responsible Offices: Human Resources Department

**APPROVED:**

  
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Edward C. Halperin, M.D., M.A.  
Chancellor for Health Affairs and  
Chief Executive Officer

  
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Date