

Human Resources Classified Staff Policy and Procedures

Policy # 416.0

Effective: 09/88

Revised: 9/1/09

Section: Employee Relations

Subject: Access to/Release of Employee Information

Reference: Arizona Board of Regents 6-912

This policy content has been consolidated into Classified Staff Policy #115.0 on Personnel Records and Employment Verification/Reference.

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POLICY¶

Access to official personnel records of University employees and the circumstances under which information from official personnel records may be released shall be limited as described herein.¶

EMPLOYEE REVIEW¶

Classified Staff employees may inspect their own official personnel records upon presentation of photo identification. Requests may be made to Human Resources during normal University business hours.¶

ADMINISTRATIVE ACCESS¶

Persons employed by the Arizona Board of Regents, authorized external auditors, University Legal Counsel, employees of Human Resources and other persons authorized by the Associate Vice President for Human Resources shall be permitted access to employee personnel records. Unauthorized access, release, or use of personnel records constitutes misconduct and employees who access, release, or use personnel records for a purpose not authorized by this policy may be subject to disciplinary action.¶

OTHER ACCESS OR DISCLOSURE OF INFORMATION¶

The following information contained in personnel records may be released without the employee's prior consent: name, title or position (including academic degrees/honors received), department, campus telephone number, dates of employment, facts of past or present employment and verification of rate of pay.¶

Other information contained in the personnel record may be disclosed to a third party upon presentation of the written consent of the employee for mortgage and bank loan applications, student loan deferments, government agency background inquiries, and job references.¶

The Associate Vice President for Human Resources may authorize access to and disclosure of personnel records when necessary to the resolution of a dispute resolution hearing regarding personnel matters.¶

Disclosure of certain personnel records or information may be made in response to a lawfully issued administrative summons or judicial order, including a search warrant or subpoena.¶

Access to or disclosure of personnel records or information may be provided in compelling circumstances affecting the immediate health or safety of the employee or others, as determined by the Associate Vice President for Human Resources.

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