



# Brandeis University

## **Personnel Files**

### **Policy Statement**

Personnel files are maintained by the Office of Human Resources.

Personnel files are confidential, and no personally identifiable information about an employee will be disclosed by the Office of Human Resources in response to any inquiry outside of the university without his or her prior written consent, unless it is requested under a subpoena or other legal process.

### **Applicability**

This policy applies to Brandeis staff and faculty, including former employees.

### **Guidelines**

Employees may review their own personnel file by requesting an appointment, during business hours, with the Office of Human Resources. Employees may obtain a copy of their personnel file upon written request. A personnel file is any record kept by an employer that identifies an employee, to the extent that the record is used, or has been used or may be used relative to an employee's qualifications for employment, promotion transfer, additional compensation or disciplinary action.

Employees will be notified within ten (10) days whenever any negative information is added to their personnel file.

If there is a disagreement with any information contained in the personnel record, removal or correction of such information may be mutually agreed upon by the University and the employee. If no agreement is reached, the employee may submit a written statement explaining his or her position, which will then become part of the personnel file. Such a statement shall be included when the relevant information is transmitted to a third party, as long as the original information remains in the file.

Employees may authorize the release of employment verification information in their personnel file by submitting a written request to the Office of Human Resources.

Employees are responsible for maintaining current and accurate personal information on file with the University.

*This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.*

*Office of Human Resources  
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