

## Requests for Employee Information

Only information strictly relevant to the evaluation of an employee's job performance belongs in a reference. Discriminatory statements or information need to be prohibited. Reference of givers, supervisors, administrators, and faculty can be liable individually for defamatory statements.

1. Each employee's personnel file will contain only such information as is needed by the University in conducting business or is required by federal, state, or local law. This information will normally include: employment application/resume/college transcript, payroll information/forms regarding promotions, demotions, transfers, reclassification, etc., job performance appraisals, employee signed disciplinary records, and criminal history disclosure form.
2. In compliance with the North Dakota Open records Law, an employee's personal information will be maintained in a "Confidential" manner. No personal information will be provided that may constitute an unwarranted invasion of personal privacy of an individual as addressed in the N.D. Open Records Law such as retirement account balance, disability applications and benefits, surviving spouse applications and benefits. All questions as to whether certain information might be so classified should be directed to the Human Resources Administrator.
3. As required by the Open Records Law, the following employment information shall be released to members of the public upon request: the individual's name, date of hire, current position title, current rate of pay, organizational unit assignment, and current job descriptions.
4. Employees may review their official personnel file during normal office hours. Prior to leaving University employment, the employee may sign a statement indicating acceptance of the contents of the file for university responses to reference inquires. No material shall be added to the official personnel file following the addition of this statement without express written permission from the employee.
5. Upon request by departing employee (except retirees), supervisors shall write a letter of reference for the departing employee's official personnel file. The departing employee may remove the letter of reference during the final review of the file.
6. Supervisors shall limit their oral references to information that is included in, or substantially indicated by, the documented contents of the official personnel file (i.e. signed performance appraisals, reference letter, disciplinary documentation). If in question, contact the Human Resource Administrator.
7. Anyone who receives a request for a reference regarding a current or former university employee, who has not been specifically asked to serve as a reference, shall refer such requests to the Human Resource Administrator for the University's response (as addressed in #3.)
8. Criminal history background information obtained during the hiring process will be placed in the employee's personnel file.

**Reviewed: Fall, 2008**

**Sponsor: Vice President for Business Affairs**