

PERSONNEL RECORDS

SUMMARY

It is the policy of the University to maintain personnel records and information for current faculty and staff. The following details University policy for employee access to personnel files that are the property of the University.

INFORMATION

Employees are responsible for informing Human Resources of current information regarding: name, address, telephone numbers, marital status (for benefits and tax withholding only), number of dependents and their contact information, spouse/former spouse or qualified domestic partner (for insurance purposes only), beneficiary designations, and emergency contacts.

VIEWING OF PERSONNEL RECORDS

Faculty and staff may inspect their own personnel records. A written or verbal request to do so should be directed to Human Resources. Human Resources will then schedule a time for the file review in Human Resources. Employees may not request a copy of their file or any part of its contents. Benefits files are normally not available for viewing.

Employees, after inspection of their personnel files, believe that any material contained therein is inaccurate, or irrelevant, may submit a written statement detailing such belief for inclusion in the file.

RELEASE OF INFORMATION TO ENTITIES OUTSIDE THE UNIVERSITY

Faculty and staff are to refer all requests from outside the University for work related information concerning current and former employees to Human Resources (AskHR@wfu.edu or 336-758-4700); Human Resources will generally provide only employment dates and positions held.