
SUBJECT: PERSONNEL RECORDS (ALL EMPLOYEES)

1.0 POLICY

- 1.1. It is the policy of Snow College to comply with the terms, provisions and intent of the State of Utah's Government Records Access Management Act, 1991 and policies established by the Snow College Board of Trustees and State Board of Regents.
- 1.2. All personnel records are considered private information. Only employees whose job descriptions require access to personnel records are authorized to view them.
- 1.3. Employee personnel files are protected, and no information about the employee or any former employee will be intentionally released to sources outside of those authorized by the President, Human Resource Officer, or their designee without the employee's written consent.
- 1.4. Unauthorized access to personnel records by any employee will be treated as an act of insubordination and will result in a disciplinary sanction.
- 1.5. Upon verbal or written request, employees may inspect and copy (at their expense), material contained in their own personnel files.
- 1.6. Written materials regarding an employee's conduct, service, performance, character, or personality shall not be placed into the employee's file unless the employee has had an opportunity to read the materials. In order to acknowledge that the employee has seen and had an opportunity to read the material, the employee may be required to affix his/her signature on the actual copy to be filed.
- 1.7. The employee's signature on the document does not necessarily indicate agreement with the content. The employee has the right to place in the file a written statement of explanation or contradiction and have it attached to the appropriate document.
- 1.8. All new employee personnel records must be completed at the Human Resource Office on or prior to the first day of employment. As changes occur in a person's status, the Human Resource Office should be notified immediately. Change of address, telephone number, marital status, dependents, changes that would affect pay, withholding, or insurance status should be reported.