

## Policy on Personnel Files (CA)

### HUMAN RESOURCES

Effective Date:  
September 1, 2016

Date Revised: N/A

Supersedes: Policy on  
Personnel Files

Related Policies: Policy  
on Personnel Files

Responsible  
Office/Department:  
Human Resources  
Management

Keywords: personnel  
files; personal  
information

### I. Purpose and Scope

The university maintains a personnel file for each employee.

### II. Definitions

A **personnel file** is a record kept by the university's HRM department that identifies an employee, to the extent that the record is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action.

### III. Policy

Personnel files are the property of the university. Documents contained in personnel files will be maintained in confidence, except as may be necessary for the business needs of the university and as disclosure may be required by law. Employees are granted access to their own personnel files in accordance with applicable laws.

Employees may review their personnel files during business hours by requesting an appointment with HRM.

Individuals outside of the university will not be given access to personnel files without written permission of the employee or as required by law.

### IV. Additional Information

Normally, at least 24 hours' prior notice to HRM will be required for employees to view their personnel file.

## **V. Contact Information**

HRM Customer Service Center: 617-373-2230; [HRMInfo@northeastern.edu](mailto:HRMInfo@northeastern.edu)