

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS
POLICY 53: ACCESS TO PERSONNEL FILES

An employee may have access to his/her personnel file when the employing institution is normally open for business. An employee may examine his/her own file and the contents therein with the following exception:

- materials which were gathered with the employee's prior agreement to forfeit his/her right of access, such as some references.

A representative of the custodian of records shall be present with the employee during the review. The date, time and location of each review shall be recorded in the personnel file.

A copy of any material in the personnel file, except as noted above, shall be provided to an employee upon request. A small copy fee may be charged. Positive identification of the employee must be established prior to providing access to the personnel file. Documents may not be removed from a personnel file by the employee. An employee may petition at any time for either the removal or addition of documents to his/her own personnel file. The employer may require that employees schedule an appointment to see the personnel file.

Regarding faculty, evaluations of a nominee for an academic unit head position will be summarized by the next highest ranking academic unit head and interpreted to the nominee on written request. A copy of the summary information is to be given to the nominee. The original faculty evaluations of a nominee and the abstracted information maintained by an administrator are to be destroyed one month after the President announces unit head appointments.

Information filed regarding an employee is to be accessible to appropriate administrators (Department supervisors, Chairpersons, College Deans, Provost, President) on a need to know basis only.

Information filed regarding an employee is NOT to be released to individuals or agencies external to West Liberty University unless authorized by the employee or unless to satisfy the directive of a competent legal authority.

Approved by the WLSC Board of Governors on 12/11/06.

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