

CATEGORY: PERSONNEL
SECTION: Employee Support
SUBJECT: Access to Employee Personnel Files
EFFECTIVE DATE: August 19, 2002 Revised
PAGE(S): 1

I. PURPOSE

To provide the steps for requesting review of employee personnel files.

II. SCOPE

This procedure applies to current employees requesting review of their personnel file maintained in the individual's employing unit or in central University files.

III. DEFINITIONS

Employee - Any person currently employed, laid off with reemployment rights, or on a leave of absence. The term "employee" does not include applicants for employment, designated agents, or any other person. The employee may be asked to provide adequate identification.

Personnel File - Any application for employment, wage or salary information, notices of commendations, warning or discipline, authorization for a deduction or withholding of pay, fringe benefit information, leave records, employment history with the employer, including salary information, job titles, dates of changes, retirement records, attendance records and performance evaluations.

IV. PROCEDURE

Employee

1. Request access to review personnel file by completing FORM 0036 PITT 5000, Request to Review Personnel File (Exhibit A).
 - For convenience, the form included in this procedure may be photocopied.
2. Submit the completed request to the unit where the file is maintained.
 - Review of the file can be made only during that office's regular business hours.

Record Custodian

3. Provide access to the employee within a reasonable period of time.
 - Items exempt from access should be removed from

the file which the
employee inspects. See
Policy 07-06-05, Access
to Employee Personnel
Files.

V. EXHIBIT

Exhibit A - FORM 0036 PITT 5000, Request to Review Personnel File

VI. REFERENCE

[Policy ER 01, Access to Employee Personnel Files](#) (formerly 07-06-05)