

**POLICY 18**  
**OFFICIAL PERSONNEL RECORDS**

**Rule 18.04 - Access by Supervisors and Others Within the University**

Supervisors may have access to their employees' records, as may potential supervisors considering the individual for other positions within the University. Other University personnel may have access to an employee's personnel record when a reason for review has been established, and a request to review the record has been approved by human resources administration. A prospective supervisor should exercise discretion in reviewing information in employees' personnel records which is personal or might affect Equal Employment Opportunity negatively.

**Regulation**

18.041 Review and Removal of Records

Review of records should normally occur at the campus human resources office in the presence of a staff member. No record should be removed from the office without the consent of the head of the campus human resources office or a designee.