

XVII. PERSONNEL RECORDS AND INFORMATION

A. POLICY

Personnel records and information from them will be treated as confidential.

B. OFFICIAL PERSONNEL RECORDS

1. The Center/Site Human Resources Office will maintain the official records for employees and applicants for employment in non-scientific positions.
2. The Center/Site Human Resources Office will be provided copies of records, which relate to the status or change of status of any employee.
3. The Center/Site Director or their designee may maintain additional official files for the PhD-level scientific staff.

C. ACCESS TO OFFICIAL RECORDS

1. Access to official records will be limited to people who need the records in the course of their duties and to supervisors of the employee concerned. Exceptions will be on a need-to-know basis, such as when an employee is being considered for transfer to another program or department.
2. Unless required by local, state and/or federal law, it is AURA policy that, employees will not have access to their official personnel file, but may be furnished copies of material provided by them or previously made available to them such as performance evaluations, personnel or benefits action forms, etc. Exceptions to this may be made by the AURA Center/Site Human Resources Manager.

D. OFFICIAL INFORMATION FROM RECORDS

1. Official responses to requests for references and/or information regarding present or terminated employees will be made only by the AURA Center/Site Human Resources Manager or a designee.
2. Confirmation of employment dates, and title may be provided by the AURA Center/Site Human Resources Office in answer to inquiries from organizations to which the employee has applied for credit. Salary information may be supplied only on the employee's written authorization. In the absence of such authorization, the Human Resources Office will confirm the information the employee has given the organization.

E. RESPONSES TO REQUESTS FOR INFORMATION

1. Requests for official information related to an individual's employment are to be directed to the AURA Center/Site Human Resources Office.

2. Employees should refer requests for information to the AURA Center/Site Human Resources representative. If an individual decides to personally respond to a request for information, they must clearly state they are not acting in an official capacity on behalf of AURA or any of its operating Centers/Sites

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