



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Personnel Files**

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### Policy:

All permanent records of the employee are maintained in the Office of Human Resources. Official payroll records are maintained in the Payroll Office. The personnel file is the official employment record of the employee and includes the application for employment, documentation of hire or appointment, information from references, relevant correspondence, position assignment documents, information on transfers, promotions, evaluations, commendations, disciplinary notices, wage changes, benefit enrollment, and tax deduction information. All personnel files are the confidential, personal property of Alcorn State University.

Changes such as births or deaths in an employee's family, or a change in marital status may affect income tax withholding, medical reimbursement, retirement, or the type of insurance coverage. In emergencies it is important that current information related to the name, address, or telephone number of the employee are available. Therefore, all changes should be reported immediately to the Office of Human Resources. It is the employee's responsibility to report any such changes.

Upon reasonable advance notice, employees may review their own personnel file under the supervision of an Office of Human Resources representative, Monday - Thursday from 8:00 a.m. until 4:00 p.m. at any time during normal office hours. No documents are to be taken from the personnel file by the employee; however, copies may be obtained, upon written request at a rate of \$.25 per page.

Terminated employees must make written requests to obtain copies of personnel files. Copies may be obtained at a rate of \$.25 per page plus the cost of postage (if mailed). The terminated employee must provide documentation verifying his/her identity to retrieve personnel file copies.

To the extent permitted by Mississippi or federal law, personnel records and application documents will be kept confidential in the Office of Human Resources.