



**Angelo State University**  
**Operating Policy and Procedure**

**OP 52.13: Employee Records, Access to Information, and Employment Verifications**

**DATE:** March 5, 2018

**PURPOSE:** The purpose of this OP is to establish policy and procedures for maintenance and access of employee records.

**REVIEW:** This OP will be reviewed in February every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by March 15<sup>th</sup> of the same year.

**POLICY/PROCEDURE**

**1. Personnel Records**

The official personnel records for hourly and salaried staff are maintained in the Office of Human Resources. The official personnel files of each faculty member are kept in the president's office. These confidential files are used with due regard to professional ethics. Reports made by the university based upon staff personnel commonly deal with summarized data and do not identify individuals. The Office of Human Resources will make every effort to accommodate staff employees' requests to access their personnel records in a timely manner; however, if possible please allow two business days after the initial request for access is made so that the human resources representative has sufficient time to gather the personnel record. A human resources representative must be present when a staff employee is reviewing his/her official personnel file to insure that material is neither removed nor added so that there are no unapproved changes to the contents of the personnel record.

**2. Employee Information**

With few exceptions, employees are entitled upon request to be informed about the information Angelo State University collects about them; Under Sections 552.021 and 552.023 of the Texas Government Code, employees are entitled to receive and review the information; and, under Section 559.004 of the Texas Government Code, employees are entitled to have Angelo State University correct information about them that is incorrect.

The information that Angelo State University collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

**3. Verifications of Employment**

All verifications of employment (VOE) for current or former staff employees, prospective employers of current or former staff employees, or other organizations will be handled by the

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Office of Human Resources. Department heads and supervisors who receive requests for information related to a current or former staff employee's work history should forward these requests to the Office of Human Resources.

Verification of employment will be given upon request to authorized agencies and is generally restricted to dates of employment and job title. Requests asking for salary or more detailed employment information must be accompanied by a signed written authorization from the employee allowing for the release of this information.

#### **4. Employment References**

Department heads and supervisors may provide personal references for current or former staff employees upon request. The information and opinions expressed in these references are provided on an individual basis. They are not endorsed by the university and do not reflect the official views of the university. Requests for official university references should be directed to the Office of Human Resources.