

POLICY 8.32 – Access to Personnel File

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: June 26, 2002

Revised: September 10, 1999

POLICY

- 1.00 An employee may examine his/her personnel file maintained in Human Resources and the current unit in which the employee has an appointment. The file cannot be removed from Human Resources and must be examined in the presence of a member of the Human Resources Division or the Supervisor or Budget Unit Head.
- 2.00 Upon the request of the employee, a copy of the information contained in the personnel file will be provided at the employee's expense.
- 3.00 In the event an employee believes the information on file is inaccurate, she may add a statement to the file to document that opinion.
- 4.00 UWO may confirm employment at UWO, but shall not forward other information from an employee's file to any outside party without the employee's permission.