

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

### **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. 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 Human Resources Manager or a designee in conjunction with Corporate Office approval.

### **D. OFFICIAL INFORMATION FROM RECORDS**

1. Official responses to requests for information regarding present or terminated employees will be made by the Human Resources or a designee.
2. Confirmation of birth date, employment dates, and title may be provided by the Center 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 lending agency.

### **E. UNOFFICIAL RESPONSES TO REQUESTS FOR INFORMATION**

1. Requests for official information should be directed to the Human Resources Office.
2. Employees who respond personally to requests for information must clearly state they are not acting in an official capacity.