
EMPLOYMENT STATUS AND RECORDS

ACCESS TO PERSONNEL FILES

Personnel files are the property of SWOSU and access to the information they contain is confidential and restricted. Access to personnel files will be limited to senior officers and the Office of Human Resources employees. Additionally, deans, directors, supervisors, Business Office and others deemed who have a legitimate reason to review the information will be provided access. An employee may review material in his or her employee file during business hours, but only in the Human Resources Office and in the presence of an individual appointed by SWOSU to maintain and safeguard that file. An employee may request in writing a copy of their personnel file. Human Resources will provide the file with sufficient time allowed for retrieving and copying.