

## **EMPLOYMENT STATUS AND RECORDS**

### **ACCESS TO PERSONNEL FILES**

Personnel files are the property of Southwestern and access to the information they contain is restricted. Access to personnel files will be limited to the President, Vice Presidents, Deans, Directors, and the Human Resources Office and Business Office personnel who have a legitimate reason to review the information in an employee's personnel file. 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 the University to maintain and safeguard that file.