Information

Personnel Records

Effective

May 1, 1992

Number

PER-1.05

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

Phone: 502-852-6258
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History

Revision Date(s): December 14, 2021 (minor edits); August 24, 2022 (minor edit); May 15, 2023; August 5, 2025 (minor edit); March 27, 2026 (minor revision)

Reviewed Date(s): March 8, 2016

Categories

Statement:

The employment records of people employed by the University of Louisville shall be afforded every confidentiality possible consistent with the administrative necessities of the university and established law. The argument that governmental records are public records is not in itself sufficient justification for the Human Resources Department to permit an individual or organization access to personnel records. Every effort shall be made to shield personnel records from individuals or organizations which do not have an official need to see them.

Related Information:

Employees, supervisors, state or federal representatives, and the university administration may review personnel records.

A. Employee Review

Each employee has the right to review his or her own complete personnel file except for:

1. Confidential letters of reference; or
2. Confidential medical information, furnished by a physician, which was used to establish an employee's eligibility to enroll in the group insurance program. Such information shall, after having served its purpose, be sealed in a separate envelope and marked "To be opened only by the Vice President for Human Resources."

Any employee wishing to see his or her personnel file shall make such a request to Human Resources Administration at 502-852-6258 and schedule an appointment to review his or her file. The manager or his or her designee will arrange for the employee to review his or her file. The file shall not be taken out of the Human Resources Department. Copies of records in the file may be made for the employee.

B. Supervisor's Review

The President, Provost, vice presidents, deans, directors, or department heads may review the file of any employee under his or her supervision.

The President, Provost, vice presidents, deans, directors, or department heads may be given, verbally, anything in the file of any employee being considered for promotion or transfer into his or her department except for race, sex, sexual orientation, color, religion, national origin, age, marital, or parental status.

C. University Administrative Review

Officials from the President's Office, University Provost's Office, Vice President for Finance and Administration, the Office of General Counsel and VP for Legal Affairs, Budget Office, Accounting Office, Payroll Department, Employee Relations and Compliance Office, and Office of Internal Audit may have complete access to personnel files upon presentation of a written request to the Vice President for Human Resources. Files may not be removed from the Human Resources Department.

RELEASE OF PERSONNEL INFORMATION

Information from personnel records can be released only under certain circumstances. Any employee of the Human Resources Department who disseminates personnel information in an unauthorized manner is subject to disciplinary action including dismissal.

A. Employment Verification

On occasion, an employee or former employee will give a business organization certain personal information with written consent to verify the information with the university. As a service to the employee, the Human Resources Department will

verify that the information which the employee has given is either true or false. The information may be given by letter or telephone and will be limited to title, department, and employment dates.

On occasion, an employee or former employee will sign a statement authorizing the university to furnish a business organization answers to specific questions on a standard form. In such instances, the Human Resources Department will supply specific answers to specific questions authorized by the employee or former employee by mail.

The Human Resources Department will make no effort to evaluate an employee's performance or effectiveness. Such requests will be forwarded to the department in which the employee is (was) employed.

B. Compilation of Lists

Lists of employees shall not be provided to commercial organizations. The Vice President for Human Resources may authorize the granting of such lists to university-related organizations and may provide non-personal data for bona fide research purposes if such information is easily accessible. Under no condition, however, shall such lists or information be structured in such a way that an employee's rate of pay or date of birth may be determined.