

UC Davis Personnel Policies for Staff Members

Other Policies

Section 80, Staff Personnel Records

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Responsible Department: Human Resources

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80.A. GENERAL

Note 1--Related Policies. See UCD Policy & Procedure Manual Section 320-20 and Business & Finance Bulletin RMP-8 for more information.

80.C. ACCESS TO RECORDS BY THE PUBLIC

Note 1--Non-UC Reference Check. A supervisor shall give the items of public information listed in Policy 80.C to any prospective non-UC employer who asks for them. He or she may also answer questions about job performance, based on what he or she has personally observed.

Note 2--UC Reference Check. The hiring authority in a UC department can review the central personnel file of an applicant who is or has been a UC employee (except for confidential information as defined in Business & Finance Bulletin RMP-8, VII.B.1). No prior authorization from the applicant is needed.

Note 3--Public Information. A department may respond to a request for public information, or refer the request to the Information Practices Coordinator, Offices of the Chancellor and Provost.

Note 4--Subpoena. See UCD Policy & Procedure Manual Section 320-30 and Section 320-20, V.B.4, for policy on responding to a subpoena.

Note 5--Verification of Employment. A written verification of employment may be obtained on the Web at <https://ucfy.ucop.edu/ucfy/> or from the Payroll Office (campus) or Human Resources (UCDHS).

80.D. LOCATION OF RECORDS

Note 1--Central Personnel File. Human Resources is the office of record for Professional and Support Staff and represented employee personnel files. The Office of the Associate Vice Chancellor--Human Resources is the office of record for Managers and Senior Professionals personnel files. The Offices of the Chancellor and Provost is the office of record for Senior Manager Group personnel files.

Campus only: A list of forms kept in these files is on the Web at <http://www.hr.ucdavis.edu/Pubs/All/Files>.

Note 2--Department Personnel File. Personnel files may also be kept in the employing department. They may be kept in other offices if needed to conduct UC business.

Campus only: A list of forms kept in these files is on the Web at <http://www.hr.ucdavis.edu/Pubs/All/Files>.

Note 3--Transfer. When an employee transfers from one department to another, the former department keeps the personnel files for the periods required by the Records Disposition Manual. It is no longer necessary to forward the records to the new department.

80.F. LEGAL REQUIREMENTS

Note 1--Designated Official. An employee may ask his or her department, or the Information Practices Coordinator, for information about UC records.

Note 2--Right to Amend. An individual may ask to add, correct, or delete information in his or her personnel file. The employee sends a written request to the head of the department that keeps the file. If the request is denied, the employee may ask for a review by the Associate Vice Chancellor--Human Resources, or file a complaint under Policy 70. See Business & Finance Bulletin RMP-8, Paragraph VII.K, for more information.