

# Board of Trustees of the Nebraska State Colleges

## Personnel

POLICY  
NAME: Personnel Information

POLICY  
NUMBER: 5018

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### **A. PURPOSE**

To establish expectations for personnel information.

### **B. DEFINITIONS**

None

### **C. POLICY**

#### **1. Accessibility**

- 1.1. It is the policy of the Board that personnel information of employees shall not be made public.
- 1.2. All personnel data and records maintained by the Colleges and System Office in computer databases, microfilm files and personnel folders shall be secured in strict conformance with state and federal laws governing the confidentiality of information.
- 1.3. Directory information concerning employees' or former employees' name, position, gross salary, date of hire, date of separation and College where employed shall be considered public information.
- 1.4. Non-public information may be released to the employee, the employee's supervisors, administrative personnel and to other state agencies performing a civil or criminal law enforcement investigation authorized by law. The requesting state agency shall identify in writing what is sought and the purpose for the request.
- 1.5. Non-public information shall be released to any requesting party provided the employee has signed a release authorization or a legal subpoena or judicial order is served requesting such information.

#### **2. Maintenance of Records**

Personnel records in accordance with Nebraska State Record Retention Schedules. Required records include:

- 2.1. Individual vacation and sick leave records. SAP leave records are adequate for purposes of meeting this requirement.
- 2.2. Copies of employee's performance evaluation (s).
- 2.3. Copies of all personnel transaction forms pertaining to individual employees.
- 2.4. Copies of documents initiated by the employee that affect pay (W-4's, authorized deductions, supplementary employee benefits elected, etc.).
- 2.5. Records of disciplinary action.

### **3. Rights to Review**

- 3.1. Employees shall have the right to review their personnel file maintained at the College or System Office during regular office hours.
- 3.2. Review is to be done in the Human Resources office in the presence of a supervisor or Human Resources staff.

### **4. Negative Documentation**

Documentation, including performance reports, which reflects unfavorably on an employee or former employee, shall not be placed in their personnel file without their knowledge.

## **FORMS/APPENDICES:**

None

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### **SOURCE:**

**Legal Reference:** RRS 84-712.05 Records which may be withheld from the public; enumerated.

**Policy Adopted:** March 1994

**Policy Revised:** January 2012, September 2018, May 2022