



University of New Haven

Human Resources Policy/Procedure

Policy / Procedure Title	Applicability/ Scope	Purpose	Revision/Issue Date(s)	Responsible Party	Page(s)
Access to Personnel Records/Files Policy & Procedure	All Employees	Provide employees with process for reviewing their personnel records/file	7/1/23	Associate Vice President Human Resources & Organizational Development	1

The University complies with all relevant federal and/or state laws that govern personnel files for their review and their dissemination. Only authorized employees may view the contents of these confidential files. Employees may ask to review records in their personnel file and may ask that all or part of its contents be printed. A Personnel File Request form must be submitted for review. HR will schedule a time for the employee to review their personnel file within the time frame mandated by state law and in the presence of a Human Resources team member. Documents will not be removed from or added to one's record without Human Resource approval.

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