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**Last Revised:** B&F Policy Manual

**Responsible University Office:**  
*Human Resources*

**Responsible University Administrator:**  
*Vice Chancellor for Business and Finance*

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## Confidentiality of Records

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### Scope

This policy is applicable to all UNK employees.

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### Policy Statement

Because UNK is a public body, its records are available for public inspection. However, UNK employment records are confidential and will not be made available, except upon written authorization signed by the individual to whom the records pertain or in response to a legal mandate. In this context, employment records are those of persons who are employees of UNK and persons who are or have been either applicants or nominees for employment by UNK. Such records include the entire employment process beginning with application or nomination for appointment, search committee evaluation and appointing authority evaluation, through appointment and employment, and ending with separation from employment.

The following are not confidential and are considered by UNK as directory information:

- Employee's Name

- Gross salary
- Dates of hire and separation
- Type of appointment(s) held and term of each appointment
- Title or academic rank
- UNK employment address
- Postsecondary education degrees earned
- Awards or honors

Information other than directory information is accessible only to the employee, the department administrative personnel, UNK Human Resources, and other University offices with a need to know. Non-directory information should be released to others *only with signed authorization from the employee or in response to a legal mandate.*

Departments have three options for responding to requests for reference checks:

- Refer to Human Resources
- Provide directory information only
- With a signed release, respond to questions and provide information based only on what is documented in the employment file

For more information about responding to reference checks, inquire in Human Resources.

Accessibility of Records. The Human Resources Office maintains a file on each employee to record their University employment history. Employees have the right to review their personnel file during regular office hours upon request.

Reports, letters, and documents that reflect unfavorably on an employee will not be placed in their file without the employee's knowledge.

The following are proper forms of documentation:

- Materials bearing the employee's signature.
- Letters or memos addressed to the employee.
- Letters or memos showing a copy sent to the employee.

All official records of disciplinary action are maintained in an employee's personnel file

Except for directory information, information in employee records at the University must be secured in strict conformity with laws, regulations, and Board of Regents policy governing the confidentiality of such information. Directory information includes:

1. Name
2. Position
3. Date of Hire
4. Department of Employment
5. Gross Salary

## 6. Date of Separation

All records pertaining to an employee's medical or health history will be kept in a separate file.

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## Reason for Policy

To identify information pertaining to an employee or applicant that is confidential or directory information.

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## Procedures

NA

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## History

This policy replaces the prior version in the Business & Finance Policy & Procedure manual.