



UNIVERSITY OF NORTH ALABAMA

Staff Handbook

EMPLOYEE FILES

All permanent personnel records of staff are maintained by the Office of Human Resources. The personnel files contain the employment record of each employee and include documents related to his/her employment such as: application materials, contracts, correspondence, employment actions, evaluations, benefit enrollments, tax deduction information, and disciplinary actions.

The information contained in an employee's personnel record is confidential, and the contents of the employee's file are made known only to the employee, his/her supervisor, and other appropriate persons (within the University) who must have access to that information to make appropriate employment decisions.

An employee may review his/her personnel file by making an appointment with a staff member in the Office of Human Resources .