



UNIVERSITY EMPLOYMENT RECORDS

Effective Date: June 19, 2009
Responsible Office: Human Resources
Division: Operations

Reviewed Date: September 03, 2020

I. PURPOSE/OBJECTIVE

To specify methods for safeguarding personnel information maintained in University records, reports and systems that, if not protected in accordance with this policy, can increase the magnitude of harm resulting from loss, misuse, unauthorized access or modification.

II. STATEMENT OF POLICY

University records and information on employees and students are confidential. Student records are governed by the guidelines of the Family Educational Rights and Privacy Act (FERPA). Individuals who have access to such records, or obtain information regarding employment must maintain confidentiality.

As a condition of employment with the University, individuals are required to read and sign an Employee Statement of Confidentiality.

III. Sanction:

A breach of the Employee Statement of Confidentiality may lead to termination of employment.