

Title: BSMSON Employee Records

Policy No.: ADM 2.41

Date: 11/07/07  
Rev.:

Areas Affected: All BSMSON Employees

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**POLICY STATEMENT**

The permanent record of each faculty and staff is maintained in the Human Resources Department and contains employment data, salary and benefit information, evaluations, hospital educational data and official communications.

A working file on each faculty member is maintained by the BSMSON Dean. This file contains position specific data such as letter of appointment, academic transcripts, special recognitions, copies of evaluation, salary adjustments, and other correspondence.

Health records of employees are maintained in the BSRHS Employee Wellness Department.

Employee records are considered confidential and are maintained in locked files.

An employee may examine his personnel file upon written request and with prior reasonable notice.

Purpose: To clarify BSMSON maintenance of BSMSON employee records.

Reference Policy # \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
Signature

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Title

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Date

**Approval History:**

Committees and Dates:

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Faculty Forum –

Faculty Organization -

Key words: Employee records, employee file