

## **MSU Billings Personnel Procedures**

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**POLICY REFERENCE: Official Personnel Files**

**OTHER REFERENCES:** 2-17-553, Title 2, Chapter 6, M.C.A.; Montana State Constitution, Article II, Section 10; Collective Bargaining Agreements

**DATE ADOPTED/REVISED:** 10/08/08

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Employees are entitled, upon request, to review their official personnel file.

An employee's supervisor may review the employee's personnel file upon request.

No information reflecting critically upon an employee shall be placed in the employee's official personnel file unless the employee has received a copy of such information.

Disciplinary warning letters shall be maintained in accordance with applicable collective bargaining agreements or personnel policies. Copies of statements, documents, and other information employees want to place in their personnel files must be provided to the employee's supervisor.

Access to official employee personnel files is permitted for job-related purposes. Individuals who have access to an employee's personnel file include the employee supervisor(s) in the direct line of managerial authority, the Director of Human Resources, the Chancellors' Cabinet and legal counsel representing MSU Billings. In addition, Human Resources staff has access for the purpose of preparing or maintaining those files. Others with limited access to employee personnel files include internal and independent auditors and various federal and state agencies. Other persons or agencies may obtain access to employees' personnel files only with the employee's written permission or with a valid legal order.