

# PERSONNEL, NEBRASKA STATE COLLEGES

**POLICY: 5018 Personnel Information**

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## **BOARD POLICY**

The following shall constitute Board policy concerning personnel information:

a. **Accessibility**

It is the policy of the Board that personnel information of College and System Office employees shall not be made public.

All personnel data and records maintained by the Colleges and System Office in computer data bases, microfilm files and personnel folders shall be secured in strict conformance with state, and federal laws governing the confidentiality of information.

Directory information concerning a College or System Office employee's or former employee's name, position, gross salary, date of hire, date of separation and College where employed shall be considered public information.

Non-public information may be released to the employee, the employee's supervisors, College and System Office administrative personnel and to other state agencies performing a civil or criminal law enforcement investigation authorized by law. The requesting state agency shall identify in writing what is sought and the purpose for the request. In addition, non-public information shall be released to any requesting party provided the employee has signed a release authorization, or a legal subpoena or judicial order is served requesting such information.

b. **Maintenance of Records**

Each College and the System Office shall maintain personnel records in accordance with Neb. State Record Retention Schedule 124. Required records include:

1. Individual vacation and sick leave records. SAP leave records are adequate for purposes of meeting this requirement.
2. Copies of employee's performance evaluation(s).
3. Copies of all personnel transaction forms pertaining to individual employees.
4. Copies of documents initiated by the employee that affect pay (W-4's, authorized deductions, supplementary employee benefits elected, etc.).
5. Records of disciplinary action.

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c. Rights to Review

Employees shall have the right to review their personnel file maintained at the College or System Office during regular office hours. Review is to be done in the Human Resources office in the presence of a supervisor or Human Resources staff.

d. Negative Documentation

Documentation, including performance reports, which reflects unfavorably on an employee or former employee, shall not be placed in their personnel file without their knowledge.

Legal Reference: Neb. Rev. Stat 84-712.05 Records which may be withheld from the public; enumerated

Policy Adopted: 3/11/94  
Policy Revised: 1/18/12  
Policy Revised: 9/15/18