



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 04/19/01
Pending: 03/01/12

ADMINISTRATIVE MANUAL

PERSONNEL FILES

POLICY 107

- 1.0 PURPOSE:
To provide a policy for the security and confidentiality of personnel records
- 2.0 REFERENCES:
None
- 3.0 POLICY:
It shall be the policy of A.S.I. to maintain personnel files in secure storage and to only allow access to those files for cause.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURE:
- 5.1 Documents that shall be maintained in the personnel files that shall include, but are not limited to the following:
 - 5.1.1 Appointment/application and start notice
 - 5.1.2 Payroll Change Notices
 - 5.1.3 Performance Appraisals
 - 5.1.4 Letters of Recommendation
 - 5.1.5 Letters of reprimand which indicate employee has seen a copy or is the addressee
 - 5.1.6 Other documents placed there by the A.S.I. Administrative Office
 - 5.2 CSULA/University Student Union (U-SU) will maintain the official personnel file for each employee.
 - 5.3 Access to the personnel files shall be for business purposes only and shall be restricted to the following:
 - 5.3.1 All A.S.I. Personnel files – Executive Director
 - 5.3.2 Individual personnel files - each employee may, upon appointment with U-SU, review his/her file
 - 5.3.2.1 In the event that an employee or former employee requests a copy of documents contained in his/her personnel file, they must complete the “Request for Copies of Personnel File” and submit it to the Executive Director for processing.
 - 5.3.3 A supervisor may review the file of a subordinate employee.
 - 5.3.4 The Executive Director may grant access to specific files to expedite work in the best interest of the organization so long as confidentiality is not breached.
 - 5.3.5 The Executive Director may provide law enforcement agencies access when appropriate identification is presented.

