

<b>SUBJECT:</b> Facilities & Safety Personnel Files Procedure	<b>Effective Date:</b> 3/20/2013	<b>Procedure Number:</b> FS 2013 RM0016	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all departments within Facilities & Safety (F&S) (excluding the Police Department).

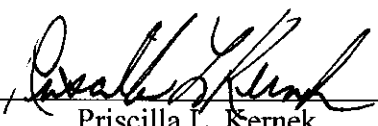
**PROCEDURE STATEMENT:**

The F&S Human Resources/Payroll office is responsible for maintaining and securing all F&S Departmental Personnel Files (excluding the Police Department). The Police Department is required to maintain its own files, for review and inspection by the Florida Department of Law Enforcement. All F&S Departmental Personnel Files are located in the Human Resources (HR)/Payroll Office in locked filing cabinets. The Personnel Files must stay in the F&S HR/Payroll Office at all times, and should not be removed from the office for any reason. The F&S HR/Payroll staff is responsible for securing the keys and pulling files requested by supervision for review.

**PROCEDURE:**

Only employees in the direct line of supervision may obtain information from an employee's file. Supervisors may request information on their own employees' files by sending an email to a F&S HR/Payroll staff member or by stopping by the office. The F&S HR/Payroll staff is responsible for pulling the file from the cabinet for the supervisor and providing the information requested.

A current employee may request documents from his or her own Personnel File by sending an email to the F&S HR/Payroll Office Manager. An F&S HR Payroll staff member will respond to the employee's request within 48 hours. If a terminated employee requests information from his or her Personnel File, he or she will be directed to UCF Human Resources.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	3/12/13