

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

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CONFIDENTIALITY OF PERSONNEL RECORDS OF UNIVERSITY EMPLOYEES

Purpose

To identify the persons who may have access to personnel records of employees of the Agricultural Center, and to define the conditions under which that access may be granted.

Definitions

1) *Personnel Records* - Any record accumulated in any administrative office of the Agricultural Center in connection with the recruitment and employment of any person. For the employee, this will include, but not necessarily be limited to, letter of application; personal resume letters of recommendation; academic records; and all contents of dossiers furnished by a placement service; appointment form; performance evaluations; all records of promotion, salary raises, leaves, changes of status subsequent to employment; any and all correspondence in the employee's personnel folder between the individual employee and any administrative officer of the University System. Records held by an investigating officer or agency, including the University Police Department, are not a part of personnel records, nor are papers, tapes, and minutes of grievance or disciplinary pro-

ceedings until such time as those proceedings are completed.

2) *Administrative Officer* - Any person duly appointed by the Board of Supervisors to carry out any administrative function of the University System or of any campus.

3) *Directory Information* - Public information which may be published or otherwise divulged to any interested persons. Directory information related to university employees includes only the following items: name, job title and/or rank, academic degree held, institutions awarding those degrees, department or office in which employed, work location (building and room number), university telephone number, home telephone number (unless held confidential at the employee's request), home address, date of employment by the University, tenure status, salary, and any other information specifically authorized by the employee in writing. The same information will be provided with respect to former employees, together with their date of termination from the university and their announced reason for leaving, if any.

4) *Custodian* - For purposes of this Policy Statement, a custodian is a person who has

the responsibility for receiving, safeguarding, maintaining, and dispatching all personnel records. The Chancellor is the custodian of all records maintained by the central administration of the LSU Agricultural Center. A vice chancellor, director, resident director, or department head is the custodian of all records in that office.

Conditions of Access

Directory information as identified above, except salary information, will be provided to any inquirer by any Agricultural Center employee who properly has access to the information sought. Information as to the salary of a university employee may be obtained upon written request to the appropriate Vice Chancellor of the LSU Agricultural Center. In such case, the Agricultural Center reserves the right to notify affected persons of the names of persons to whom information was furnished. It is the policy of the Center to make available to individual employees their own official records, excepting only letters of recommendation which the maker regarded as confidential. All such letters will be regarded in this light except those which contain explicit statements by the maker that the letter is not to be regarded as confidential.

The Agricultural Center will provide information on employees only. It does not provide information about applicants for employment until such time as they become employees. The resume's of applicants for employment, therefore, will be considered as confidential, unless the applicant agrees to the release of such information. This policy is in accord with a legal opinion issued by legal counsel.

The personnel record of any individual will be made available to him or her upon written request and within a reasonable period of time not to exceed three (3) working days to allow the custodian of the record or the designated deputy to screen the file for confidential material.

Administrative officers of the Agricultural Center will have access to the personnel files of all employees within their areas of responsibility. Custodians of files may give access to the files to any administrative officer or other employee of the University System who, in the judgment of the custodian of the files, must have access in order to carry out his/her duties. Custodians will also provide access to files in response to court orders and subpoenas. All persons having access to personnel files will regard the contents (other than director information) as confidential and will not divulge such contents to other persons except as specified above, or, with the express written consent of the employee, to prospective employers, credit officers, government agencies, etc.

Breach of confidentiality by any employee of the Agricultural Center will be regarded as a most serious shortcoming and one which could be the basis of disciplinary action or termination proceedings.