

<b>Policy title</b> Personnel Records Access	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Business and Human Resources Office

## Policy statement

The Human Resource Office maintains personnel records for all employees. Employees request to review their personnel file by making an appointment with the Assistant Vice President for Human Resources.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.

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Last revised date March 7, 2009