




National University of Health Sciences General Policies

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Date Adopted: 07/05/91	Date(s) Revised:	11/13/91, 05/05/05		
		2-11-09		
President	Date			

POLICY STATEMENT

Employee files are maintained by the Human Resources department and are the property of the University and are considered confidential. Personnel files are to be reviewed in the Human Resources office and may not be taken out of the department. Representatives of government or law enforcement agencies, in the course of the business, may be allowed access to file information. This decision will be made at the discretion of the Vice President for Administrative Services in response to the request, a legal subpoena, or a court order.

An employee's personnel file is available for review within five (5) days following receipt of a written request. Employees should contact the Human Resources department to review their personnel file.

After separation from employment by the University, files are available for an employee's review until one (1) year after the separation.