

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.504 REQUESTS FOR INFORMATION/EMPLOYEE INFORMATION	

Policy Statement.

Requests from various businesses, governmental agencies, organizations, and individuals for information relating to the projected, current, or previous employment of persons at the University of North Texas Health Science Center should be referred to Human Resource Services. In the light of State legislation which differentiates between public and confidential information, extreme care must be exercised before releasing any data or material which may be requested. No request for information concerning projected, current, or former employees of the institution should be honored without obtaining the prior approval of Human Resource Services.

The Department of Human Resource Services is responsible for the development and maintenance of a centralized personnel record file for regular faculty and staff members. Specific employee information and personal data will be maintained as required by federal and state laws and regulations, and for various internal and external reports.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

1. Public Information: The following employee information and personal data will be made available to any person. All requests must be submitted in writing.¹
 - a.) Employee name
 - b.) Sex
 - c.) Ethnicity
 - d.) Salary
 - e.) Title
 - f.) Dates of employment
 - g.) Home address, home telephone number, Social Security number and information that reveals whether the employee has family members except when an employee has indicated in writing that he/she does not wish this information to be divulged.²
 - h.) Reasons for leaving UNTHSC-FW employment. It may be divulged that the employee left because of retirement, resignation, deletion of funds, completion of project, death,

Responsible Party

Human Resource Services

or discharge. However, the reasons for discharge will not be divulged. Subjective information regarding the evaluation, discipline or dismissal of an employee is protected from disclosure to the public; however, final actions and decisions, such as discharge, are public.³

The requestor must pay any unusual expense incurred in providing the employee information and personal data.

2. Employees' Right to Personal Data: Present or former employees have the right to review, in the presence of a Human Resource Services staff member, all information relevant to their employment relationship that is in their personnel file.⁴ This includes information pertaining to and/or anything bearing upon:
- Former Employee and Human Resource Services

- a.) Qualifications for employment, i.e., letters of recommendation, applications, etc.
- b.) Employment and its terms, i.e., evaluations of performance, counseling, memorandums, payroll authorizations, etc.
- c.) Separation from employment, i.e., documents relating to termination of employment, counseling memos, termination statements.

The employee shall be allowed to make copies of the documents, take notes, or add rebuttal statements or information he/she thinks should be on file.

Present or former employees may not review information that would invade the privacy of a third party.⁵

- d.) The types of employee information listed in items above are clearly defined as releasable under the Texas Public Information Act (see policy number 05.516). Requests for any other types of information must be made in writing and a determination will be made by the Vice President of Human Resource Services on whether or not the information will be given to the requestor. Requests may be referred to the health science center attorney (Custodian of Records) for determination.

3. Collection and Update of Information: Employee information and personal data is originally collected from each individual at the time of employment. Employees are responsible for promptly notifying Human Resource Services of any change in personal data as follows: Employee/Human Resource Services
- a.) Legal name, if changed by marriage or otherwise.
 - b.) Mailing address and/or residence address.
 - c.) Telephone number.
 - d.) Marital status, for income tax purposes.
 - e.) Number of dependents, for income tax and/or group insurance purposes.
 - f.) Insurance Beneficiary.
4. Reference Checks and Employment Verifications: All inquiries or reference checks concerning present or former employees are completed by Human Resource Services. All verbal or written requests for information should be referred to Human Resource Services. Human Resource Services
5. Disclosure of Employee Information and Personal Data: Only information specified under the Texas Public Information Act (see policy number 05.516) that is not of a personal, confidential nature, or information authorized by the employee, will be released. Human Resource Services

References and Cross-references.

¹ Texas Public Information Act

² Ibid.

³ Ibid.

⁴ Ibid.

⁵ Ibid.

Policy 05.516

Forms and Tools.

None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: