

# College of Agriculture and Life Sciences Guidelines

## Official Personnel File

*Approved: July 30, 2014*

*Next Scheduled Review: July 30, 2019*



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### **GUIDELINE STATEMENT**

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Each College of Agriculture and Life Sciences (College) employee will have an official personnel file that is accessible to the employee upon request.

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### **REASON FOR GUIDELINE**

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This procedure outlines the contents of the official personnel file, employee rights, transferring procedures, and supervisor responsibilities. It supplements TAMU procedure 33.99.99.M0.01.

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### **PROCEDURES AND RESPONSIBILITIES**

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#### 1.0 CONTENTS OF THE OFFICIAL PERSONNEL FILE

1.1 The personnel file is maintained electronically, and consists of three sections:

- A. general employment documents as listed in the [personnel file checklist](#); (Note: for faculty, the performance evaluations may be placed in Greatjobs, or be maintained in the performance evaluation folder in the personnel file in Laserfiche).
- B. confidential documents as listed in the [personnel file checklist](#); and
- C. payroll documents as listed in the [payroll file contents list](#).

1.2 Anonymous complaints will not be placed in the employee's personnel file.

#### 2.0 EMPLOYEE RIGHTS

An employee may:

- 2.1 view and receive a copy of any document(s) placed in her/his personnel file by making a request of the responsible administrator;
- 2.2 respond in writing to any document(s) in the file and request, in writing, that the response be placed in their personnel file; and
- 2.3 request that a document(s) relevant to their employment be placed in their personnel file.

#### 3.0 TRANSFERRING FILES

When an employee transfers employment within Texas A&M AgriLife Research, the Texas A&M AgriLife Extension Service, the College of Agriculture and Life Sciences (TAMU), the Texas A&M Veterinary Medical Diagnostic Laboratory, the Texas A&M Forest Service, or TAMU, the personnel file is transferred to the new employing department. Personnel files will not be transferred outside of these entities.

#### 4.0 ADMINISTRATIVE SUPERVISOR RESPONSIBILITY

Administrative supervisors are designated as the official custodian of the personnel file, and are responsible for ensuring that files are complete, up-to-date and appropriately maintained in Laserfiche.

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#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[TAMU Procedure 33.99.99.M0.01](#), *Official Personnel File*

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#### **CONTACT OFFICE**

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For questions, contact AgriLife Human Resources at 979-845-2423.