

# Texas A&M AgriLife Extension Service Procedures

33.99.99.X0.02 | Official Personnel File

Revised: January 29, 2020

Next Scheduled Review: January 29, 2025



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## PROCEDURE SUMMARY

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Each Texas A&M AgriLife Extension Service (AgriLife Extension) employee will have an official personnel file that is accessible to the employee upon request.

This procedure outlines the contents of the official personnel file, employee rights, transferring procedures, and supervisor responsibilities.

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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:

- general employment documents as listed in the [personnel file checklist](#);
- confidential documents as listed in the personnel file checklist; and
- payroll documents as listed in the [payroll file contents list](#).

1.2 AgriLife Extension employees with excepted federal appointments (Civil Service Retirement System (CSRS)) will also have one federal Official Personnel Folder (OPF). This folder is maintained by Texas A&M AgriLife (AgriLife) Human Resources. The OPF shall contain materials pertaining to the federal appointment and subsequent service as determined by regulations from the Office of Personnel Management (OPM) or other appropriate federal authority.

### 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, AgriLife Extension, the College of Agriculture and Life Sciences, the Texas A&M Veterinary Medical Diagnostic Laboratory, or the Texas A&M Forest Service, 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 custodians 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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#### **CONTACT OFFICE**

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Questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

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#### **REVISION HISTORY**

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Approved: June 12, 2001  
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September 1, 2008  
Reviewed: September 10, 2014  
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