

# College of Agriculture and Life Sciences Guidelines

## Official Personnel File

Revised: May 21, 2021

Next Scheduled Review: May 21, 2026

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### GUIDELINE SUMMARY

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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.

This procedure outlines the contents of the official personnel file, employee rights, transferring procedures, and supervisor responsibilities. It supplements Texas A&M University (Texas A&M) 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

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](#).

#### 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, the Texas A&M Veterinary Medical Diagnostic Laboratory, the Texas A&M Forest Service, or Texas A&M, 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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[Texas A&M Procedure 33.99.99.M0.01](#), *Official Personnel File*

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## CONTACT OFFICE

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

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## REVISION HISTORY

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Approved: July 30, 2014

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**APPROVED:**

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**PATRICK J. STOVER**