


Name of Policy: Personnel records Policy Number: 3364-25-04 Approving Officer: Executive VP for Finance and Administration & CFO Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo Campuses		 Effective date: March 23, 2026 Original effective date: July 28, 2008	
Keywords: personnel record; file; maintaining records; accessing records			
	New policy		Minor/technical revision of existing policy
X	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The human resources department (“HR”) is responsible for maintaining the official employment record for each staff employee. Employment records for faculty are maintained by the office of faculty affairs (health science campus) or office of the provost (main campus).

(B) Purpose of policy

To ensure that university employment records are accurate, relevant, and safe from improper disclosure.

(C) Employment records contents

The employment record includes, but is not limited to, current and background information sufficient to justify initial and continued employment and current reports of work performance evaluation.

(D) Employment records maintenance

HR is responsible for obtaining initial records, including required licensure, certification, or registration for new employees. After hire, the employee's department management is responsible for verification of licensure/certification/registration renewals. Verifications are maintained in the employee's departmental file.

The employee is responsible for providing accurate information for payroll records and tax purposes, proper beneficiaries for life insurance, and other changes in personal information. It is the responsibility of all staff employees and faculty members to advise HR of any changes in personal information. Employees are able to maintain records data including their current mailing address and telephone number through the university's self-service system.

Occupational health records are maintained in a separate file. These records include records relating to the employee's health/immunization status at the time of hire and any encounters occurring thereafter.

If there is a change in family status affecting insurance, the employee must report the change to the HR benefits office within thirty days of the event; ensuring the correct enrollment/change form(s) have been completed.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Matt Schroeder EVP Finance & Administration & Chief Financial Officer</p> <p>Date: March 23, 2026</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • Sr. Associate Vice President and Chief Human Resources Officer • EVP Finance & Administration and CFO 	<p>Policies superseded by this policy:</p> <p><i>None</i></p> <p>Original effective date:</p> <p><i>July 28, 2008</i></p> <p>Review/revision date:</p> <p><i>September 13, 2013</i> <i>October 13, 2016</i> <i>September 18, 2019</i> <i>December 21, 2022</i> <i>September 5, 2025</i> <i>March 23, 2026</i></p> <p>Next review date:</p> <p><i>March 23, 2029</i></p>
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