

MSU Billings Personnel Policies

POLICY: Official Personnel Files

POLICY NO.: 410

REFERENCES: 2-17-553, Title 2, Chapter 6, M.C.A.; Montana State Constitution, Article II, Section 10; Collective Bargaining Agreements

DATE ADOPTED/REVISED: 10/08/08

Depending on appointment status, official personnel files are maintained in either the Human Resources or the Chancellor's office.

An employee's position title(s), duration of employment, and salary are public information and shall be released on request. Other records are confidential and access to them is limited, as set forth in established procedures and applicable collective bargaining agreements.