
Effective Date: July 1, 2026

POLICY

EMPLOYMENT

Employee Handbook – Section 213

Personnel Files

RESPONSIBLE OFFICE

Human Resources

213 Personnel Files

The purpose of this policy is to ensure the accuracy and confidentiality of employees' personal information, which is maintained in their personnel files.

213.1 Policy Statement

Personal information such as an employee's address and telephone number are contained in a confidential personnel file maintained for each University employee member. Employees will be provided with access to and copies of personnel files to the extent required and in accordance with applicable law. Questions regarding access/copies should be directed to the Human Resources Service Center at hr@bu.edu.

Employees are expected to keep their personnel file up to date by informing Human Resources of any changes to their personal information such as name, address,

Please use this URL for the most recent version of this document: <https://www.bu.edu/policies/personnel-files/>
emergency contact information and marital status/dependent information (to the extent it **1**

impacts benefits or tax withholdings).

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [Manager Resources](#) - HR Website

THIS POLICY IS PART OF THE **EMPLOYEE HANDBOOK AND POLICIES MANUAL**, AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

Categories: Employee Handbook and Policies Manual, Employment, Non-Represented Staff