

5-28-2008

RPM 6.08: Disclosure of Information About Employees

Regents of the University of New Mexico

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THE UNIVERSITY OF NEW MEXICO BOARD OF REGENTS' POLICY MANUAL

Subject: DISCLOSURE OF INFORMATION ABOUT EMPLOYEES

Applicability

This policy applies to all University staff employees and faculty, but not to student employees.

Policy

Staff employees and faculty are public employees, and certain information about their employment by the University is subject to disclosure in accordance with the New Mexico Inspection of Public Records Act ("IPRA"). Examples of information that is subject to disclosure or inspection under IPRA include the name, job title, organization, dates of employment, salary, and job application, resume, or curriculum vitae of each employee. Examples of information that is not subject to disclosure or inspection under IPRA include letters of reference concerning employment, and letters or memorandums that are matters of opinion in personnel files. The University will withhold from inspection under IPRA employees' personal information, including social security numbers.

Implementation

The President, with the approval of the Board of Regents, shall adopt administrative policies and procedures to implement this policy.

References

"Personnel Information Disclosure," UBPPM Policy 3710; "Public Access to University Records," RPM 2.17.

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of: 5/28/08 to: _____