

Missouri Western State University
**Release of Employee Information
Employment Policies**
Approved: 06/24/2009

The personnel files are the property of the University. The office retaining the employee personnel record will release only an employee's name, date of employment, and position title to requests received from outside the University. Information from those files may be released, in the University's discretion, only upon written consent of the employee or individual records, except for confidential material such as a credential file. Access to personnel records normally requires a minimum of a 24 hour notice.