

Policy Title: Employee Records

Policy Category: Human Resources

Policy Owner: Human Resources

Review Period: Every Two (2) Years

Effective Date:

Related University:

EMPLOYEE RECORDS

Personnel records are maintained in Human Resources. Human Resources should be notified of any change, such as address, name, telephone number, emergency numbers, marital status or beneficiary changes. Some benefit changes require notification within 30 days of the date of the qualifying event in order to ensure coverage. You may review your personnel file by submitting a written request to Human Resources at drakehr@drake.edu. Former and current employees may receive a copy of their personnel file by submitting a written request to the Director, Human Resources, The Point, 1331 27th Street, Des Moines, IA 50311. Copying costs may be charged for such requests.