

## **UW System Board of Regents Resolution 11038**

### **Employee Personnel Files and Reference Checks**

That, upon the recommendation of the President of the University of Wisconsin System and the President of the University of Wisconsin System Board of Regents, the Board of Regents directs that University of Wisconsin System Administration develop policies that require:

- (1) all UW institutions to share personnel files of all current or former employees with other UW institutions and to the State of Wisconsin Department of Administration's Division of Personnel Management when a current or former employee is being reviewed for employment in any UW institution or state agency; and
- (2) all UW institutions to document allegations or investigations of sexual harassment involving an employee appropriately in personnel files of any employee accused of sexual harassment and the ultimate disposition of the allegation or investigation (i.e., accused employee found not responsible, resigned, disciplined, or terminated); and
- (3) all UW institutions to have appropriate reference check procedures regarding allegations or investigations of sexual harassment for any current or former employee being hired by, or that transfers from, another UW institution or outside employer.

Adopted June 7, 2018