



Southeastern Louisiana University

Personnel File Policy

*Classified Employee Handbook
Part II: General University Employment
Section Q. Non-Faculty Personnel File Policy*

At Southeastern Louisiana University, "Official Personnel Files" for employees consist of central personnel file(s) and site-based personnel file(s). The central personnel files for each employee are kept in a secure area in the Human Resources Office. Site-based personnel files for each employee will be maintained in the office of the employee's supervisor. Duly authorized personnel who are charged with responsibility in such areas as evaluation, promotion, permanent status, and reappointment shall have access to the relevant material in the Human Resources Office's personnel files and should use them as a basis for all personnel actions.

The use of personnel files generally is restricted to formal institutional meetings, normal administrative requirements, or cases otherwise required by law. Employees shall be notified prior to the release of information to an outside individual or agency unless the employee has previously signed an authorization to release the information in question.

Documents contained in the central personnel files are separated into public files and confidential files. The public file is accessible by the public under applicable public records law; the confidential file is not accessible by the public. Should a request be made to inspect or copy any document in the public files, the employee has the right to request that his/her address and phone number not be disclosed. Furthermore, an employee's Social Security Number and date of birth are not subject to the Public Records Act (R.S. 44:1-427).

The public file shall include the following documents:

(If a request is made to inspect a public record, confidential information contained within the record should be obliterated or protected from view)

- a. SF-10 application forms; resumes
- b. Employee Name, Job Title, Pay
- c. Records of Attendance
- d. Annual Leave Slips
- e. Sick leave slips and absence records, except certain types of sick leave and the reasons therefore may be private depending on the particular case
- f. Reports of internal Investigations
- g. Appointment Affidavits
- h. Letters of recommendation
- c. Records related to appointments
- d. Records related to changes in status or position (promotion, reassignment, etc.)
- e. Copy of the current position description
- d. Drug-Free Workplace acknowledgement statements;
- e. Copies of Employee Notification Forms (Personnel Action Forms);

- f. Records of completed training courses
- g. Certifications and licenses;
- h. Letters of commendation;
- j. Acknowledgement forms regarding university policies; and
- k. Letters supporting formal disciplinary actions
- l. Pre-discipline notices only if disciplinary action resulted.
- m. Birth Certificates
- n. Death Certificates
- o. Drivers License (except SSN is confidential)

Confidential files shall include the following documents:

- a. Employee Social Security Number
- b. Employee Address and phone number when the employee has requested confidentiality
- c. High School and college transcripts; Civil Service Grades
- c. Tax withholding information
- d. Bank information
- e. Scores and notes of interview panel members
- f. Performance appraisal forms and overall ratings
- g. Medical records
- h. Paycheck deductions
- i. Insurance documents such as claim forms, application forms, requests for payment of insurance benefits
- j. Beneficiary information for insurance, retirement, etc.
- k. Health and life insurance enrollment forms, including beneficiary designation forms
- l. Internal grievance documents (Official grievance files are maintained by the EEO/ADA Compliance Coordinator)
- m. E-2 Pre-Existing Condition forms;
- n. Retirement membership forms
- o. Employment verification forms;
- p. Pre-discipline notices if no disciplinary action resulted;
- q. Documents concerning garnishments, child support, and tax levies;
- r. Biographical data sheets that contain such information as address, phone number, date of birth, race, sex, and marital status; and
- s. Letters of counseling and letters of reprimand for the employee

If applicable, a worker's compensation file is maintained in the Human Resources Office for each employee who files an accident/incident report under the worker's compensation program.

If applicable, a FMLA file is maintained in the Human Resources Office for each employee who files for FMLA benefits.

An employee may examine his/her "Official Personnel File" during normal working hours in the presence of Human Resources Office staff. The employee may obtain copies of any materials in his/her file(s) for the standard cost for copying as outlined by the Louisiana Administrative Code.

Care should be taken to ensure that personnel files exclude inappropriate or extraneous material.