



Southeastern Louisiana University

Student Worker Personnel File Policy

Student Worker Handbook
Part II: General University Employment
Section Q. Student Worker 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 student worker are kept in a secure area in the Financial Aid 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 and reappointment shall have access to the relevant material in the Financial Aid 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. Student 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 may 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)

1. Application form; resumes
2. Employee Name, Job Title, Pay
3. Records of Attendance
4. Reports of internal Investigations
5. Appointment Affidavits
6. Recommendation of Employment
7. Records related to appointments
8. Records related to changes in status or position (transfer pay rate change, etc.)
9. Copy of the current position description
10. Drug-Free Workplace acknowledgement statements;
11. Confidentiality agreements
12. Letters of commendation;
13. Acknowledgement forms regarding university policies; and
14. Letters supporting formal disciplinary actions
15. Birth Certificates
16. Death Certificates
17. Drivers License (except SSN is confidential)

Confidential files may include the following documents:

1. Employee Social Security Number
2. Employee Address and phone number when the employee has requested confidentiality
3. High School and college transcripts; Civil Service Grades
4. Tax withholding information; tax returns
5. Notes of interview
6. Performance appraisal forms and overall ratings
7. Medical records
8. I-9 forms
9. Internal grievance documents (Official grievance files are maintained by the EEO/ADA Compliance Coordinator)
10. E-2 Pre-Existing Condition forms;
11. Employment verification forms;
12. Documents concerning garnishments, child support, and tax levies;
13. Biographical data sheets that contain such information as address, phone number, date of birth, race, sex, and marital status; and
14. Letters of counseling and letters of reprimand for the student employee

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

An employee may examine his/her "Official Personnel File" during normal working hours in the presence of Financial Aid 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.