



XAVIER UNIVERSITY

Personnel Records

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Xavier University maintains personnel information for each employee as is necessary for business purposes. Confidentiality of all personal information will be maintained. Personnel records are the property of Xavier University.

B. POLICY

The Office of Human Resources will maintain complete and accurate personnel files. These records shall include only that information which is directly related to the employee's job duties, salary or wages, performance, and general employment history. Medical files, where applicable, must be maintained separately from other files.

Listed below, but not limited to, are types of documents, which, if they exist, are appropriate for retention in personnel files.

- a. personal data;
- b. employment application documents;
- c. references;
- d. documentation pertaining to an employee's change of status;
- e. performance evaluations;

- f. communications or disciplinary actions;
- g. benefit information;
- h. attendance and absence records; and,
- i. payroll records.

C. PROCEDURE

Personnel Records are confidential and access is limited to protect employee privacy. Access to these records is restricted to authorized Office of Human Resources personnel.

An employee may request to see his/her personnel records by appointment with a representative of the Office of Human Resources. The employee may not remove his or her official record or any part of it from the Office of Human Resources. The employee may be permitted to take notes during the inspection and may obtain copies upon providing a signed release. A supervisor may, upon request to the Office of Human Resources, review an employee's personnel record including documents related to hiring, position changes, performance reviews, etc.

Former employees may have access to his/her file up to three years after termination. Copies of documents are provided at the former employee's expense.

Disclosure of personal information by the Office of Human Resources will be made only under the following circumstances:

1. Office of Human Resources staff authorized to release only dates of employment over the telephone.
2. Representatives of employees requesting to obtain or review any personnel records must provide a written release from the employee requesting the record(s).
3. State and federal reporting requirements as mandated by law or statute.
4. Under valid court order, search warrant, or subpoena.
5. In an emergency, upon independent verification.

Information made available in any circumstance will be limited to only what is necessary.

Other applicable policies and/or resources:

Reporting Changes in Personal Information