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# SOUTHEASTERN

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L O U I S I A N A U N I V E R S I T Y

## **Personnel File Policy**

At Southeastern Louisiana University, official personnel files for employees consist of personnel files and supervisory files. The personnel files for each employee are kept in a secure area in the Human Resources Office. Supervisory files for each employee are maintained in the office of the employee's supervisor. Personnel charged with responsibility in such areas as evaluation, promotion, and reappointment shall have access to the relevant material in the Human Resources Office's personnel files to use as a basis for personnel actions.

The use of personnel files generally is restricted to formal institutional meetings, regular 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 personnel files are separated into public files and confidential files. If applicable, employees may also have benefits, FMLA, and Workers' Compensation 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.

An employee may examine his/her 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.

### **PUBLIC PERSONNEL FILE**

The public file shall include, but not be limited to the documents listed below.

If a request is made to inspect a public record containing confidential information, then the confidential information shall be redacted or protected from view.

- Application forms, resumes
- Employee Name, Job Title, Pay
- Records of Attendance
- Reports of internal Investigations
- Appointment Affidavits
- Letters of recommendation
- Records related to appointments
- Records related to changes in status or position (promotion, reassignment, etc.)
- Copy of the current position description
- Policy acknowledgement statements
- Employee Notification Forms (Personnel Action Forms)
- Records of completed training courses
- Certifications and licenses
- Letters of commendation
- Letters and evidence supporting formal disciplinary actions
- Drivers License (except SSN is confidential)

### **CONFIDENTIAL PERSONNEL FILE**

Confidential files shall include, but not limited to, the documents listed below.

- Employee Social Security Number
- Employee Address and phone number when the employee has requested confidentiality
- High School and college transcripts; Civil Service Grades
- Tax withholding information
- Bank information
- Performance appraisal forms and overall ratings
- Medical records
- Voluntary paycheck deductions information
- Beneficiary information
- Health, life, and other insurance forms
- Internal grievance documents
- Retirement membership forms
- Employment verification forms
- Documents concerning garnishments, child support, and tax levies
- Biographical data sheets that contain such information as address, phone number, date of birth, race, sex, and marital status
- Letters of counseling and letters of reprimand for the employee

### **WORKERS' COMPENSATION FILE**

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. This is a confidential file as it includes medical information.

### **FMLA FILE**

If applicable, a FMLA file is maintained in the Human Resources Office for each employee who files for FMLA benefits. This is a confidential file as it includes medical information.

**BENEFITS FILE**

This is a confidential file which includes all retirement, health insurance, and voluntary benefit deduction forms and information.