

Policy: Employee Records & Information	Policy No: I-1.1
Policy Owner(s): Human Resources	Original Date: 1/1/2003
Last Revised Date: 8/5/2015	Approved Date: 11/20/2015

- I. **POLICY:** This policy governs content, ownership and access to employee personnel records and information.

- II. **PURPOSE:** The purpose of this policy is to establish accountability for human resource records management and to reinforce safeguards against unauthorized or accidental disclosure of confidential records.

- III. **SCOPE:** All employees of John Carroll University.

- IV. **PROCEDURES:**
 - A. John Carroll University maintains a personnel file for each employee. The personnel file includes such information as job application, resume, record of training, documentation of performance evaluations, salary increases, and other employment records. Medical, medical leave and benefits-related information will be maintained in a separate confidential section of the personnel file, accessible only to the employee and to those with a legitimate University business purpose in compliance with federal and state law.

 - B. Personnel files and the contents therein are the property of the University and access to the information in these files is restricted to those with a legitimate University business purpose. Generally, only supervisors and management personnel and appropriate administrators who have a legitimate University business purpose to review information in a file are permitted access.

 - C. To ensure employee information is correct, employees may access Banner Self-Service to update any changes regarding their address, phone number, and emergency contacts. Employees may also contact the Human Resources Department directly to make other changes, including any changes in marital status, dependents, etc.

 - D. Employees may request a copy of their personnel file and/or schedule an appointment with Human Resources to review their file. Such requests should be made in advance to the Human Resources

Department. Appointments may be made during normal working hours at the mutual convenience of the employee and Human Resources.

- E. If an employee believes there is content in his or her personnel file that is inaccurate, the employee should bring this to the attention of a representative of the Human Resources Department. The Human Resources Department will review and research the discrepancy and respond to the employee as appropriate.
- F. If presented with a valid subpoena, court order or legally authorized request, the Human Resources Department will coordinate any release of information, including copies of a personnel file with the University Office of Legal Affairs.