

## 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 (do) e( )-4(i) (c )-47(un)3(de)3( )4(h)13(e)13( )TJET>4004C004F0



**BENEFITS FILE**

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