

Title

Employee File Review

HR Policy No: 10.032

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Revised: March 1, 2019

Purpose

To protect the privacy of employees by restricting access to personnel data.

Applicability

Administrators, Staff, Faculty

Policy

Employment records are the property of the College. Providence College protects the privacy of its employees by restricting personnel data to those needed for business, legal, or contractual purposes; by limiting internal access to personnel files to those with a need to know; and by releasing information from the personnel files externally only with the employee's consent or to meet legal or contractual requirements. Information records will be maintained in confidence except as access to such records is necessary for the business needs of Providence College as disclosure may be required by law.

Employee Access to Their Personnel Files

Employees may review their employment records during business hours by requesting an appointment with the Office of Human Resources.

Changes to Employee Personnel Files

Employees may request that relevant documents be added to their employment files. Such documents may include certificates of achievement and copies of educational documents that reflect career/personal achievements. Requests to add or remove documents from an employment file should be submitted to the Director of Employment and Employee Relations.

Corrections to Employee Personnel Files

For purposes of payroll, insurance deductions, mailings, and emergency contacts, all changes in name, address, telephone, dependents, marital status, etc., should be reported to the Office of Human Resources as soon as possible after a status change has been effected.

Access by Other Employees and Supervisors to Personnel Files

If employees are being considered for another position within the College, the supervisor of the new position will, upon request, be given access to relevant information about the employee's past performance record at Providence College. The Office of Human Resources acts as custodian of employment records and accesses records only when needed for legitimate, job-related reasons.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.