



Personnel Records

[*Owner: Office of Human Resources*]

The Office of Human Resources maintains confidential records of employment that are compliant with state and federal laws for all employees of the Pastoral Center, Catholic Charities, Archives, St. Lucy Day Care, Cemeteries, Assisi Bridge House, and all school administrators. Each church parish and each school maintains personnel files for each employee. A personnel file contains the employment application, job description, performance evaluations, hiring information and other pertinent employment data. Job-related education, certification, or other training accomplishments achieved may also be included in personnel files.

Separate files are maintained for payroll, citizenship and work authorization, beneficiary designation forms, medical information, and any other documentation, which may disclose personal and confidential information, protected under federal or state employment laws. Such information cannot be used as a basis for any activities in the employment process including but not limited to hiring or placement, transfer or promotion, demotion, discipline or termination, training or development, and compensation and benefits.

An employee may review his/her personnel file by submitting a written request to the Director of Human Resources. The director will schedule a time to review the employee's file with the employee during office hours. However, items contained in the file may not be removed or copied from the file. Personnel files are the property of the Diocese. Employees separating from employment with the Diocese will not be permitted access to the files nor provided copies of documents within the files.

Each employee is responsible for informing the Office of Human Resources of any changes to personal status that may affect emergency contact information, payroll and/or benefits.