

Personnel Files

Policy No. 332

Policy Statement: The Archdiocese maintains confidential personnel files on each employee and recognizes that employees have the right to access their file.

Definition: An employee personnel file is defined as relevant data and information relating to an employee of the Archdiocese that is collected or maintained by the archdiocesan Office of Human Resources or the parish office.

Procedure:

- a) A personnel file may include the following:
 - name, home address, home & cell telephone numbers
 - original application information and documentation
 - citizenship
 - religion
 - age, sex, marital or family status
 - educational history and verification of academic or professional training
 - certificates of courses/training taken
 - police information check/criminal record check
 - probation and performance evaluations
 - employment records, including positions held, promotions, and leaves of absence, and attendance records
 - conditions of employment forms, e.g., Code of Ethics & Accountability
- b) Employees may review their file subject to the following conditions:
 - a request is made and approval or recommendation is provided by their immediate supervisor or designate
 - appointments to be established in advance
 - documents may not be removed or copied unless approval is given
 - files are to be examined in a confidential manner in the presence of the person responsible for maintaining personnel files or their designate.
- c) All personnel files will be treated in a confidential manner that maintains confidentiality of the information and should be kept in a locked and secure office location. Only authorized persons will have access to these files.
- d) Employees who disagree with the content of their file or record will have the opportunity to request for its removal or to provide additional documentation to be included in the file. A request for the removal of any disciplinary related documentation must be recommended by the employee's immediate supervisor and approved by the immediate supervisor's superior or designate.