

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.8	Employee Files	Revised	02/01/2004 12/01/2007

Audience:

All Logistics personnel.

Purpose:

To establish consistent treatment of employee convenience files maintained by Logistics.

NOTE: The Institutional employee files are maintained by Human Resources - Employee Records.

Policy:

Logistics employee files will be maintained by Shared Administrative Services (SAS) in one central location with restricted access.

Definitions:

Supervisor – term used by HR to indicate someone with direct reports. In Logistics it means individuals in the following Logistics roles with direct reports and responsibility for participating in the performance and disciplinary processes:

- Director
- Leader
- Manager
- Supervisor

Procedure:

Employee files will be arranged based on HR Policy 3.1.2 Employee Files and will include the following sections:

- Application/Transfer Request
- Performance
- Education/Training
- Professional Credentials
- Other Personnel Information

An employee file will be initiated by Shared Administrative Services (SAS) within 15 days of employment of a new employee.

Approved by Leadership: _____

Date: _____

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Access to an employee's file is restricted to:

- Shared Administrative Services (SAS)
- The supervisor
- The employee

Employees will not be permitted to leave the Shared Administrative Services (SAS) area with their file nor will the employee be permitted to make copies of the contents.

Shared Administrative Services (SAS) personnel will be present while the employee reviews their file and will provide copies of file content upon the employee's request.

The employee's supervisor may request the employee's file delivered to his/her area for review. A check-out card must be signed and dated upon check-out and will be dated when the file is returned. The file may be checked out for up to 30 days.

The following content is not included in the HR Records employee file or in the Logistics employee file per HR Policy 3.1.2 Employee Files:

- FMLA forms
- Medical documentation

FMLA and medical documentation is separately maintained by the SAS time keeper for Logistics.

Other exceptions:

- Time & Attendance is maintained in the KRONOS electronic timekeeping system
- Compliance Training records are maintained in Online Training
- Application and transfer requests after 09/20/2006 are maintained in PSFT HCM

References:

UTMB Institutional Handbook of Operating Procedures:

HR Policy 3.1.2 Employee Files