

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Employee Records Policy

TIU POLICY #: P-305

STATUS: Approved, May 2009
Updated, August 2015

I. PURPOSE:

To specify policy for the maintenance and safeguarding of employee records.

II. SCOPE:

This policy applies to all employees, including both full-time and part-time employees, of Trinity International University (University).

III. POLICY:

Employee records are maintained in the Human Resources Department. These records are confidential and are the property of the University. As an employee, you have the right to inspect your personnel records in accordance with Illinois state law. Any questions concerning the materials in the employee file should be referred to Human Resources. Upon terminating employment at the University, records will be retained on file in accordance with the Record Retention Policy and applicable law.

Requests for professional references on the behalf of the University or employment verifications should be directed to Human Resources.

Any changes affecting an employee's record, including changes in name, address, telephone, or beneficiary for insurance programs, should be updated promptly in the Human Resources Information System.