

Access to Employment Records

Detroit Mercy Human Resources maintains the official employment files and records for each employee of the University. The records are considered confidential and are only accessed by designated Human Resources representatives for legitimate business reasons. The employment file includes but is not limited to information related to an application for employment, performance appraisals, documentation of disciplinary action, if any, records of transfer, promotion or job change, compensation history and other similar information. An employee's file may also include information related to an individual employee's benefits enrollment data, leaves of absence and related information.

Any University office that maintains employee files must establish controls to protect records from unauthorized disclosure. Departmental records must be kept in a secure area and should only contain the departmental copy of the employee's job description and performance appraisal documents. Upon termination of the employment relationship, any employee files maintained by the department should be forwarded to Human Resources.

An Employee may request to review their employment record by completing the Request to Access Employment File form and submitting it to the Human Resources department. Within five business days of the University's receipt of the written request, employees will be permitted a reasonable time for inspection of their records during the regular office hours of the Human Resources department. Employment files are to be reviewed in the Human Resources department in the presence of a designated Human Resources Representative as employment data must not leave the office. Upon request, employees may obtain a copy of their file for a nominal charge per page. Employees may request that relevant documents are added to their employment information. A request to add or remove documents from the employment record should be submitted to the Human Resources department.

Employees may use TitanConnect Self-Service to access certain information electronically about their employment with the University. TitanConnect Self-Service maintains the following information: home address, telephone, emergency contact, ethnicity & race, marital status, pay information, tax forms and leave balances.

Employees should review the Changes in Personal Data policy to obtain more information on the process for updating records.

A Manager or Supervisor may request to review certain information in an employee's file, if the employee is being considered for another position within the University or if the Manager or Supervisor is new to supervising the employee. The Manager or Supervisor must submit a written request by completing the Request to Access Employment File form and submit it to Human Resources. Upon receipt of the request, the Manager or Supervisor

may be granted access to relevant information about an employee's past performance record at Detroit Mercy. As a courtesy, employees should be notified by the Manager or Supervisor before a review of the file.

Employment files and records are maintained by the University records retention schedule and federal, state and local laws.