

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

**Classification Number:
2.2.5**

Revised: August 14, 2017

SUBJECT: PERSONNEL FILES

Wayland Baptist University keeps certain records relating to your employment in a personnel file. The documents contained within that file are the property of the university and must be maintained for government and university recordkeeping purposes. Some employment records are kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to I-9 requirements. All 0 P537.46 7ET.58m4b(qui)5f)3(ém)5(ént)5(9(1-460)1f)3(qui)5f)3(ém)5(ént)5(9(11(1A

- 10/08/2014 - Reviewed, Revised-addition of first four paragraphs, rewording of Location paragraph, rewording Location after Employment Termination paragraph
- 12/02/2013 - Minor revisions, reference to policy 1.6.1(3)712.8 Tm(1)193(0)(1)193(0)(1)1h22(n)34(1)1(5)(mi)3A-5(m(1) 0 1 213.05 712.8 Tm(1)40.519(6)667(6))