

Personnel Records (SPA) (REFERENCE) [RESTRICTED ACCESS]

Records concerning permanent full-time and part-time SPA employees maintained in the hiring office and/or department.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Office of Record: HR Records & Information

Disposition:

- a. Destroy in office the following records 5 years after termination or separation from department/office:
 - Authorization to Release Confidential Information
 - Awards
 - Career Banded Salary Admin Sheets
 - Certificates of Course Completion
 - Conditions of Employment
 - Criminal Background Check Results
 - Disciplinary Letters
 - Drivers License copies
 - HR 76 Nepotism Certificate
 - HR-101 Application Activity Record (no longer used)
 - HR-17, Commitment for Personnel Action
 - HR-28 Worker's Compensation Leave Option
 - HR-31A Additional Employment Request
 - HR-51 & HR-51A TOP Data Record/Request (no longer used)
 - HR-67 State Creditable Service Form
 - HR-82 Referral Record
 - HR-96
 - HR-96R (if applicable)
 - HR-99 Application for employment (include updates, resumes, skill sheets if applicable)
 - In-Range Salary Adjustment forms and worksheets
 - Letters of Reference/Recognition
 - PD-105 Staff Personnel Action
 - PD-118 Position Action (before 2006)
 - Personnel Information Forms (PIFs)
 - PR-6 Contracts and Grants Budget Change
 - Reassignment/Demotion Letters
 - SPA Recruitment Requisition (SPARR)(aka HR-1 Permanent Staff Employment Requisition)
 - UP-99E and UP-99E Credentials Verification Forms
- b. Reference individual items in schedule for the following records:
 - Applications for Employment (SPA)
 - Time Sheets/Payroll Records
 - Leave Records
 - Grievance Records
 - Disciplinary Records
 - Performance Records
 - Position Management Records
 - Training/Education Records
 - I-9 and Supporting Work Eligibility Records
- c. Destroy all remaining records 1 year after termination or separation from department/office.

Personnel Records (SPA TEMPORARY) (REFERENCE) [RESTRICTED ACCESS]

Records concerning temporary full-time and part-time SPA employees maintained in the hiring office and/or department.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Office of Record: HR Records & Information

Disposition:

- a. Destroy in office the following records 5 years after termination or separation from department/office:
 - Authorization to Release Confidential Information
 - Awards
 - Career Banded Salary Admin Sheets
 - Certificates of Course Completion
 - Conditions of Employment
 - Criminal Background Check Results
 - Disciplinary Letters
 - Drivers License copies
 - HR 76 Nepotism Certificate
 - HR-28 Worker's Compensation Leave Option
 - HR-99 Application for employment (include updates, resumes, skill sheets if applicable)
 - Letters of Reference/Recognition
 - PD-105 Staff Personnel Action
 - Personnel Information Forms (PIFs)
 - PR-6 Contracts and Grants Budget Change
 - UP-99E and UP-99E Credentials Verification Forms
 - Resident Alien Card
 - Work Permit (under 18)
 - HR-3 Temp. Appointment Acceptance
- b. Reference individual items in schedule for the following records:
 - Applications for Employment (SPA)
 - Time Sheets/Payroll Records
 - Disciplinary Records
 - Performance Records
 - Position Management Records
 - Training/Education Records
 - I-9 and Supporting Work Eligibility Records
- c. Destroy all remaining records 1 year after termination or separation from department/office.

Applications for Employment (SPA) (REFERENCE) [RESTRICTED ACCESS]

Records concerning the application process of temporary and permanent SPA employees in the department. Includes application, update forms, interview notes, recommendations, and other related records.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Office of Record: Employment, Classification & Compensation.

Disposition Instructions:

- a. Transfer selected candidate's records to the department Personnel Record (SPA) upon hiring.
- b. Destroy in office interviewed but not selected candidate's records 2 years after position is filled.
- c. Destroy in office non-interviewed candidate's records after position is filled.

Time Sheets/Payroll Records (REFERENCE) [RESTRICTED ACCESS]

Records concerning time and payment of all SPA employees. Includes forms HR-40 (Shift Premium Pay), PR-7 (Employee Time Record), PR-10 (Holiday Premium Pay), PR-14 (Payroll Exception Sheet), CP-30 (Request for Additional Payment to Employee for Work Performed for Another State Agency), HR-41 (Stand-by Pay Authorization) and any related records.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Office of Record: Payroll Office

Disposition Instructions: Destroy in office after 3 years.

Leave Records

Records concerning leave for SPA employees. Includes compensatory time off, family medical leave, leave (vacation/sick), HR-70 and HR-77 (Voluntary shared leave) and other related records.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Office of Record: HR Records & Information (for vacation/sick leave); **Benefits & Employee Services** (for FMLA and Shared Leave).

Disposition Instructions:

- a. Transfer current and 3 previous years of vacation/sick leave to HR Records 1 year after termination or separation from department/office.
- b. Destroy in office all remaining leave records 3 years from date of record.

Grievance Records (REFERENCE) [RESTRICTED ACCESS]

Reference copies of records concerning grievances filed by employees. Includes requested, documentation, correspondence, official actions and other related records.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Office of Record: University Counsel Office

Disposition Instructions: Destroy in office after 3 years after settlement of dispute.

Performance Review and Appeal Records [RESTRICTED ACCESS]

Records concerning performance reviews, evaluations and appeal records for University employees. Includes HR 52 (Level A Appeal of Performance Management Decision), HR-53 (Level B Appeal of Performance Management Decision), HR-46 (Performance Management Work Plan), HR-100 (Performance Review) and HR-97 (Performance Review Summary Transfer Form) and other related records.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Disposition Instructions: Destroy in office after 3 years.

Position Management Records (REFERENCE) [RESTRICTED ACCESS]

Records concerning management of positions within the office/department. Includes PD-118 (Position Action), PD-102R-89 (Position Description Form), HR-62 (Rapid Reply Request) and other related records.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Office of Record: Employment, Classification & Compensation

Disposition Instructions: Destroy in office when superseded or obsolete.

Training/Tuition Waiver Records (REFERENCE) [RESTRICTED ACCESS]

Records concerning training and tuition waivers approvals and applications for University Employees. Includes HR 20 (Training Program Registration Form), HR 83 (Tuition Waiver Request for UNC-CH Employees) and other related records.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Office of Record: Benefits & Employee Services

Disposition Instructions: Destroy in office after 3 years

Violence in the Workplace Form (REFERENCE) [RESTRICTED ACCESS]

Records concerning violence in the workplace documentation.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Office of Record: Employee & Management Relations

Disposition Instructions: – Destroy in office after 3 years.

I-9 and Supporting Work Eligibility Records [RESTRICTED ACCESS]

Records concerning employee eligibility to work in the United States. Includes I-9 Employment Eligibility Verification, IAP-66 Non-Resident Alien Visa Applications, J-1 Visa for Employees, I-20 Non-Resident Alien Visa Applications, F-1 Visa for Students and other related records.

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Note: I-9 and supporting work eligibility records should be maintained separately from all other Personnel records.

Office of Record: HR Records & Information.

Disposition Instructions:

- a. Transfer original I-9 and other supporting records of employees hired after April 30, 2007 to HR Records immediately.
- b. Destroy in office all hires before April 30, 2007 and all other copies 3 years after termination from employment or 3 years from date of hire, whichever is longer.