



<b>UT Health Science Center: HR0130b-H Official Employee Personnel File Content</b>	
<b>Version 2</b>	<b>Publication Date: 08/23/2024</b>

<b>No./Title:</b> 130b – OFFICIAL EMPLOYEE PERSONNEL FILE CONTENT	<b>Resp. Office:</b> HUMAN RESOURCES	<b>Effective Date:</b> 03/10/2014
<b>Category:</b> Employment	<b>Last Review:</b> 06/30/2024	<b>Next Review:</b> 12/31/2027
<b>Contact:</b> Director of Employment	 901.448.5600	 <a href="mailto:hr@uthsc.edu">hr@uthsc.edu</a>
<b>Related Policies:</b>		

This list applies to files for all HSC employees if applicable to the employee/classification.

(\*) Indicates items required to be maintained by state statute or University policy

(#) Indicates items required to be maintained separately or redacted from file prior to public disclosure.

- Age verification for minors \*
- Annual/Sick Leave transfer documentation from other agencies \*
- Application, resume or curriculum vita \*
- Appointment/job offer/agreement/acceptance letter/ registration form (residents) \*
- Authorization of Disclosure Form \*
- Certified Administrative Professional Exam notice of successful completion \*
- Commendations, awards, complimentary letters \*
- Criminal Record Clearance #
- Discharge letters/notices \*
- Disciplinary actions/grievance materials/complaint letters \*
- Employee death information/correspondence \*
- Exit Interview Form #
- Faculty Appointment Agreement (FAA) Form \* (Files located in Academic Affairs)
- Faculty promotion or tenure recommendations/letters of award \* (Files located in Academic Affairs)
- Family and Medical Leave forms and records \* #
- Flex year forms \*
- Immigration Reform Employment Eligibility Authorization, I-9 Form \* # License, certification, degree documentation/diplomas, transcripts, educational, accomplishments \*
- Outside Interest Form, previously Conflict of Interest Form \*
- Personnel Action Forms \*
- Position description \*
- Probationary Period Evaluations (for staff employees) \*
- Records of persons reviewing the file \*

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Reduction-in-force and recall notices \*

Student status verification (for student employees) \*