

## Information Classification for Employee Relations

**Information Owner:** Asst Dir HR Training & Development/Employee Relations  
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### Human Resource Related Information:

Purdue University maintains various types of information pertaining to the human resources.

Information Name	Description	Classifications		
		Public	Sensitive	Restricted
<b>Employee Appraisal</b>	Feedback as to the employee's completion of his job responsibilities outlined in the job description			X
<b>Employee Discipline</b>	A record of a negative interaction between an employee and the University or other external organizations. These can be investigations, grievances, etc.			X
<b>Employee Recognition</b>	A record of a positive interaction between an employee and the University or other external organizations. These can be leadership positions, awards received, etc.		X	
<b>Reduction in Force</b>	Employee notification letter of the reduction in force.		X	
<b>Termination form 4</b>	Reason employment has been terminated.			X
<b>Exit Interviews</b>	Record of employee answers to questions pertaining to reason for leaving Purdue.			X
<b>ADA</b>	Employee information pertaining to disability, such as the employee's health and/or medical diagnosis			X