



ACCREDITATION EVIDENCE

Title: Board Policy 4110B: Personnel Files

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PERSONNEL FILES

The College will maintain master personnel files in the Human Resources office as required by the College or by law. Information in each employee's master file will include, but is not limited to, applications, performance evaluations, training records, promotion and transfer records, pay schedules, and other personnel information deemed appropriate by the Director of Human Resources.

The President shall establish procedures regarding the maintenance of personnel files.

Adopted November 19, 1981
Reformatted October 7, 1986
Reformatted February 2012
Revised January 15, 2015

PERSONNEL FILES

The College will maintain personnel files and retain them in the Human Resources office for the period of time required by the College or by law.

Maintaining the Master Personnel Files

The Director of Human Resources will maintain the master personnel files for all College employees in locked, secured files. Information in each employee's master file will include, but not be limited to, applications, performance evaluations, training records, promotion and transfer records, pay schedules, and other personnel information deemed appropriate by the Director of Human Resources.

Access to the Files

College employees may review all the information in their own personnel file maintained in the Human Resources office. They, however, may not have access to information that they have previously waived as confidential. Such confidential information usually consists of letters of recommendation, credentials forwarded to the College, or other materials which were part of the employee's original application or confidential information related to interview committee evaluation/ranking notes. Employees may access their personnel file by appointment allowing staff in Human Resources to temporarily remove those documents not available to the employee.

The public does not have access to employee files. The Director of Human Resources or President may release files only in compliance with state or federal laws governing public records for the purpose of protecting the employee's privacy rights.

Retaining the Files

The College may not retain master files indefinitely. Guidelines for the retention of personnel files are in the Human Resources office.

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