2445 – Personnel Files

The College maintains a personnel file on each employee in the Office of Human Resources. As predicated by the College, these files may include the employee's job application, resume, documentation of performance appraisals, salary records, disciplinary records, and other employment information. As a general rule, former employees are not permitted to request or submit inclusion of documents into their personnel file proceeding their term of employment. These files are the property of the College and their access is restricted to those with a legitimate business reason. Once an employee leaves the College's employment, copies of his/her personnel file will only be released when the College is ordered to produce said records through appropriate Court proceedings. No other personnel files are to be maintained by the College.

Employees who wish to review his/her files at the College and in the presence of a College official should contact the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1430 – Employee Record Confidentiality and Protection

Approved by: President

Date: 4/24/07

Revision(s): 10/31/07; 10/21/19 (minor revision)