

PERSONNEL FILES

ARTICLE NUMBER: 305

LAST APPROVED: June 2, 2008, May 2, 2016, January 8, 2018

REFERENCE:

PERSONNEL FILE: 305.1

- A. The Director of Human Resources shall maintain employee personnel files.
- B. Access to personnel files shall be limited to the employee, and persons designated by the Director of Human Resources, the College President, or authorized by the employee.
- C. Employee files shall not be removed from the Director of Human Resources unless approved by the College President or his/her designee, required by law, or upon subpoena by a court or by an administrative agency with competent jurisdiction.

CONTENTS OF PERSONNEL FILE: 305.2

The personnel file shall be the repository of all materials relevant to the employee's employment with the College. Examples include but are not limited to:

- A. Initial employment application materials
- B. Salary history
- C. Official transcripts
- D. Position inventory
- E. Instructor approval forms
- F. Performance appraisals, classroom observations
- G. Notice of Teaching Assignments
- H. Offer letters, employment agreements
- I. Other material deemed appropriate by the College

Materials that are obtained confidentially by the College during the employment application process and confidential medical and/or grievance documents shall not be made a part of the personnel file.

EMPLOYEE REVIEW OF PERSONNEL FILE: 305.3

- A. The employee, upon request, may review and/or receive a copy of any material in her/his personnel file.
- B. Employee Response to and Knowledge of Documents in Personnel File
- C. The employee has the right to respond to or answer any document in the personnel file. The response will be attached to the document to which it refers.

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- D. The employee will be given the opportunity to sign or initial documents pertaining to evaluation or discipline before placement in the employee's personnel file, as an indication that the material has been read by the employee. The employee's signature or initials do not necessarily imply agreement with the contents of the material.

REMOVAL OF PERSONNEL FILE MATERIALS: 305.4

Materials may be expunged from the personnel file by mutual consent of the employee, his/her supervisor, the Director of Human Resources, and the President.