

Personnel Files and Employee Information

Summary

The college maintains personnel files on each employee. These files contain documentation regarding aspects of the employee's tenure with the college, such as performance appraisals, insurance forms, disciplinary warning notices and letters of commendation.

Personnel files are the property of the college, and access to the information they contain is restricted. Only authorized individuals who have a legitimate reason to review information in a file are allowed to do so. These files are confidential in nature and are managed by Human Resource Services. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

With reasonable advance notice, an employee may make an appointment to review his or her personnel file in the Human Resource Services offices. No employee may alter, photograph or photocopy or remove any document in his or her personnel file. The college reserves the right to have a representative of Human Resource Services present for the review.

The college requests written authorization from employees for release of information concerning salary. Outside agencies such as police departments, governmental agencies, through subpoena or summons, will be given information in compliance with local, state and federal law.

Employees are responsible for promptly notifying Human Resource Services of any change in name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other college files.