

Section: GENERAL INFORMATION  
Subject: Personnel Files  
Number: HR 3220

I. Institutional Regulations

The College shall maintain personnel files on all Regular employees. Human Resources shall be the custodian of the files and shall treat them as confidential documents. An employee's file shall be accessible only to the employee, Human Resources employees, authorized administrative employees on a need-to-know basis, the Board Secretary, and duly authorized requests in accordance with the law. An employee may provide a written release allowing access to additional designated parties.

II. Procedure

- A. Personnel files shall contain, but are not limited to, the following:
1. Application for employment
  2. Transcripts, credentials, letters of reference
  3. Documentation of personnel actions
  4. Employment agreements/continuing contracts
  5. Performance appraisals
  6. Selected leave forms
  7. Disciplinary action documentation
- B. Employee health/medical information, including applications and supporting documents for insurance coverages, shall be maintained in separate files in Human Resources as required under the provisions of HIPAA and the Americans with Disabilities Act. Any genetic information inadvertently included with medical information shall also be maintained in this separate medical file.
- C. Working files maintained by supervisors which may contain information related to employees shall not constitute a personnel file but may be subject to subpoena in the event of litigation.
- D. Employees may request that additional materials be placed in their personnel files. The decision to include shall be at the discretion of Human Resources.
- E. Employees may request an appointment to view their personnel files or health/medical files.
1. Confidential materials such as medical information, employment references, etc. shall be removed as necessary prior to viewing.
  2. Personnel files and health/medical files shall be viewed in the Human Resources office and, at the discretion of Human Resources, in the presence of a Human Resources employee.
  3. Employees may not remove anything from their files without prior approval from Human Resources.
- F. Employees may request copies of materials in the personnel or health/medical files. Employees shall be charged a reasonable fee for the cost of copying, not to exceed the amount charged per page by a commercial copying business.
- G. Human Resources shall determine need-to-know for administrative access.

APPROVED:

  
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Executive Director, Human Resources

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