

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Employee Personnel Files

DATE: February 4, 2008

PURPOSE: To provide procedures for maintaining and safeguarding official personnel files on College employees.

SCOPE: This procedure applies to all current and former College employees having official personnel files kept by the College.

1. Guidelines

- A. Necessary job related and personal information concerning College employees will be retained in an official personnel file kept by the Human Resources office. The contents of each College personnel file will include: basic identifying information; completed employment applications and other hiring-related documents; notices of pay changes; information on benefit coverage; performance evaluations; information on employment-related actions (for example, promotions, disciplinary actions); and other job-related information deemed appropriate by the College. Essential records of current and former College employees will be retained in accordance with statutory requirements.
- B. Current and former College employees have the right to inspect and copy the information in their files. Employees will be given access to their personnel files during the normal operating hours of the College's Human Resources office. The College reserves the right to withhold from inspection certain sensitive information including third-party references, confidential management documents or plans, and information on security or criminal investigations, except when such restrictions are prohibited by law.
- C. Internal access to a personnel file is limited to College supervisory staff who are considering the employee for such personnel actions as promotions, transfer, or other personnel actions, and to other management staff who possess a legitimate need to know specific information about the employee.
- D. No personnel information will be disclosed to any party outside the College unless the current or former employee provides a signed consent to release specific information. The College reserves the right to verify basic information (for example, employment status or job title) without notifying the individual involved, and to provide information

to law enforcement, public safety, or medical officials or other persons deemed by the College to have legitimate need or right to know specific information as required by law.

- E. College employees who question the accuracy or completeness of information in their personnel files may discuss their concerns with the Associate Vice President of Human Resources who will consider the employee's objections and remove information deemed by the Associate Vice President of Human Resources to be erroneous or improper. Should the disputed information be retained in the file, the employee may submit a brief written statement identifying the alleged errors or inaccuracies. The statement will remain in the file as long as the disputed information is retained.

Adopted 12/7/87 as 2 PM's VI-27 and VII-25; Revised and merged into one PM 5/18/01;
Revised 2/4/08