

60207 Files and Confidentiality of Records

The College professional staff shall provide the Department of Human Resources with all necessary transcripts, letters of reference, resumes of work experiences, teaching credentials, and other pertinent materials as may be required by the President for maintaining a complete and current personnel file.

All personnel files shall be housed and preserved as needed in the Department of Human Resources at the College.

The College shall establish an official personnel file for each employee. Confidentiality of the official personnel file shall be maintained, with access limited to the individual employee, his or her supervisors, administrators having employee evaluation responsibilities or other job-related needs, the staff in the Department of Human Resources, the President and his designees, and the Board and its designees. Requests for information, other than employment or directory information permitted by law to be released, shall not be honored without written permission from the employee, except as may be required by law.

The President is authorized to establish procedures consistent with this policy for the placement, use and retrieval of documents in personnel files. Such procedures shall be consistent with any applicable right to privacy laws.

(Amended 8/25/15)