

70204 Files and Confidentiality of Records

The College shall establish an official personnel file for each employee. Classified employees shall provide the Office of Personnel and Employee Relations with all pertinent data and materials as may be required by the President for maintaining a complete and current personnel file.

Confidentiality of the official personnel file shall be maintained at all times with access limited to the individual employee, his or her supervisors, administrators having employee evaluation responsibilities, the staff in the Office of Personnel and Employee Relations, the President and his designees and the Board and its designees. Requests for information, other than employment information permitted by law to be released, shall not be honored without written permission from the employee, except pursuant to court subpoena or other action authorizing its release.

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