

# EMPLOYEE PERSONNEL FILE PROCEDURE

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*Related Board of Trustees Policy: BP 2.14*

*Approval: July 2012*

*Revision:*

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The purpose of this procedure is to address how and under what circumstances the College will maintain and release personnel information pertaining to College employees and establish a procedure by which a College employee who objects to material in his/her personnel file on the grounds that it is inaccurate or misleading may seek to have the material removed from the file or may place a statement relating to the material in the file.

## **Release of Personnel Information**

- The following information about an employee is considered to be part of the public record and must be released upon request:
  - Name
  - Age
  - Date of original employment or appointment
  - Current position
  - Title
  - Current salary
  - Date and amount of most recent increase or decrease in salary
  - Date of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification; and
  - Office or station to which employee currently is assigned.
- Any person who desires access to this information may inspect, examine, and/or copy the information in the Human Resources Office during the regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays) upon request to the Human Resources Director.
- The College will provide access to such information at the time it is requested or as soon as possible thereafter, depending upon the availability of the Human Resources Director or the Vice President of Administrative Services designee, who will be present during the inspection and/or examination.
- Under normal circumstances, the request will be processed and public information will be compiled and disclosed within two workdays of the date of the request. If for any reason the requested information cannot be compiled and disclosed in that time, the person seeking disclosure will be notified of such reason within two workdays of the date of request.
- The College will maintain a record of disclosures of public information except for disclosure due to routine credit checks or processing of personnel records. The record of disclosure includes the name of the employee, the information disclosed, the date the information was requested, the name and address of the person to whom the information was disclosed, and the purpose for which the information was requested. Records of disclosures are kept for two years from date of disclosure and are discarded after that time. An employee may have access to the record of disclosure that pertains to him/her.
- Persons who wish to make copies of the requested information may be required to pay a copying fee based on the customary fees charged to use public copiers throughout the College.

- **Objections to Materials in an Employee's Personnel File**

- An employee, who objects to material in his/her personnel file which is maintained in the Human Resources Department, may place a statement in the file relating to the materials considered to be inaccurate or misleading.
- The employee may seek to have the material removed from his/her personnel file by submitting a written request for such removal to the Human Resources Director within five workdays of the date he/she becomes aware that the objectionable material has been placed in the file.
  - The request should explain the reasons why the employee believes the material is inaccurate or misleading and should be removed.
- The Human Resources Director will forward the request to the employee's supervisor and /or the unit vice president, who will consider the request.
- If material objected to by an employee is not removed from his/her personnel file following the request, the statement included with the request for removal shall be placed in his/her personnel file.
- If material objected to by an employee is amended and the employee's original statement references information not reflected in the amended material, the employee shall be permitted to prepare a modified request for removal and a statement for placement in his/her personnel file.

[Return to Table of Contents](#)