

TITLE: PERSONNEL FILES

EFFECTIVE DATE: March 20, 2006

LAST REVISION: October 26, 2007

Policy No. 6.030.1

Policy Statement

Purpose

The purpose of this policy is to set guidelines for the maintenance and accuracy of the official personnel files for employees of Sowela Technical Community College and to preserve the privacy of those records.

Policy

It is the policy of Sowela to maintain a personnel file containing pertinent employee information about each employee. Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

- Each employee may review his or her own personnel file in the presence of a person designated by Human Resources provided an appointment is made with the University's Department of Human Resources. No material is to be removed except as specifically authorized by the University's Department of Human Resources.

Other employees of Sowela may have access to personnel files only on a need to know basis. This means access is limited to:

- Human Resources staff as they need access in the course of their normal duties.
- Supervisors and Managers considering an employee for promotion or transfer into their departments or location;
- Others only as specifically authorized by the Director of Human Resources or a designee of the Director of Human Resources.
- Individuals who are not employees of Sowela may not, except with specific authorization, have access to the files themselves. Generally, such access would be granted only upon advice of counsel (for example, in response to a subpoena, summons, or request for information from a federal administrative or law enforcement agency). Unless specifically authorized by appropriate officials, no one should extract information from personnel records and/or disclose opinions or assessments of employee job performance or give opinions or assessments of employee job performance or attitudes.

These files are important in that they enable Sowela to maintain consistent information about employees.

It is a violation of this policy to release information from employee personnel records, including, but not limited to, information pertaining to medical/health, salary, etc. or to disseminate such information to individuals who have no legitimate business need to know.

Source of Policy: HR

Related Policy:

Approved by: _____
Chancellor

Responsible Administrator: Human Resources

LCTCS Policy Reference: NA

LCTCS Guideline Reference: NA

Date: _____