

	POLICY	Motion No.	EXEC 1025-2017
	Personnel Files	Effective Date	6/27/2017
		Responsible Department	Human Resources
		Attorney Review/Date	[Attorney Name] [Date]

SCOPE

The purpose of this policy is to establish a method by which employees can access the records housed in their personnel files.

POLICY

Personnel files are the property of the College and are maintained in Human Resources.

Active employees may inspect their personnel file by scheduling an appointment with a Human Resources employee during regular business hours. Material in a file may be copied by the individual employee, but nothing can be removed. Employees may request to have their written comments/rebuttal regarding any document in the file to be placed in the file.

Active employees may only inspect their personnel files in the presence of the chief human resources officer or designee.

Employees who inspect their personnel files will be required to complete a Personnel File Inspection Form to be included in the file.

Effective Date	Motion Number	Document Author	Description of Change
6/27/2017	EXEC 1025-2017	Human Resources	Needed Board approval
5/01/2010	223	Human Resources	Possible Initial Release