
E-3h PROCEDURE Personnel File Information

Upon receipt of a written authorization from the employee, the College will allow an employee or a designated representative to inspect or copy his/her entire Personnel File or payroll record.

Employees will be notified of any information that is placed in his/her Personnel File by persons other than the employee within five (5) work days. An employee so notified shall have fifteen (15) work days to respond to any information placed in his/her Personnel Files. Employee responses shall become part of the file.

It is understood that such original files themselves cannot be removed from the premises, and the cost of any copies of the files will be assessed to the employee. The charge for any such copies shall not exceed the cost to the College of producing such copies. In determining the cost to the College, there shall be included all costs related to such production, including, if applicable, the cost of the time of the employee who produces the copies.

The College agrees to maintain one official Personnel File per individual. The College may at its discretion maintain an additional file on an employee at the work situs of the particular employee. Upon the specific request to the Personnel Office by an employee or that employee's designated representative, the College will, within five (5) work days, acquire the information from any file which may be kept at the employee's work situs and place such information in the Personnel File for that employee unless such time is extended by mutual agreement of the parties.

No report, letter, or document shall be placed in an employee's file subsequent to the discharge, resignation, or retirement of the employee, unless a copy of such report, letter or document is mailed to the employee at the last known address of the employee, except reports, letters, or documents originated and signed by the employee.

The inclusion of such report in the employee's Personnel File shall not be a grievable issue provided that conditions outlined above have been complied with. This in no way prevents the employee from taking any recourse he/she would otherwise have, and provided further that nothing contained herein shall be determined to be a waiver by an employee to bring action in a court of competent jurisdiction.

Adopted Date: 07/15/1997