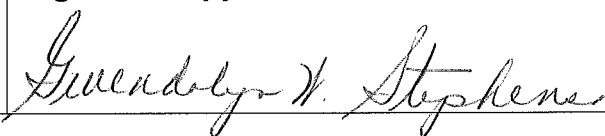


ADMINISTRATIVE PROCEDURES

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| Title: PERSONNEL FILES | Identification: 3.09 |
| | Page: 1 of 3 |
| | Effective Date: July 1, 2007 |
| Authority: SBE 6A-14.0261; 6A-14.047 FS 1001.64; 1001.65; 1012.81 HCC Rule 6HX-10-3.01 | Signature/Approval:  |

PURPOSE

This procedure provides guidelines for the maintenance of, and access to, employee personnel files.

PROCEDURE

Personnel records contain information for personnel administration which shall include but not be limited to dates of appointment, periods of employment, contract status, duties performed, factors used to calculate salary, and related documentation determined by Human Resources

1. DOCUMENTS

- A. NEW HIRES - Human Resources maintains checklists for each employee category and full-time/part-time status indicating required documents and indicating who is responsible for completing them. These checklists are available in the HR public folders. The unit administrator/manager will prepare and submit those documents and ensure that employees complete and submit all required documents.
- B. OTHER - Unit administrators/managers prepare and submit documents such as performance evaluations, transcript evaluations, salary/wage calculation recommendations, etc. and ensure that employees prepare and submit documents that are required to be routed through supervisory channels.
- C. PERSONAL – Employees submit personal documents directly to Human Resources, such as signed employment contracts and authorizations to release personnel information, etc.

- 2. **REVIEW/RELEASE** - Human Resources may release, without prior authorization, any information from an employee's official personnel file except that specifically exempted which includes information in the limited access file. The release may be verbal, such as telephone requests for verification of employment or physical, such as allowing folder reviews or making and releasing hardcopies.

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- A. College officials with a specific need to review personnel record documents, such as academic credentials, may do so by submitting a list of requested records to Human Resources.
- B. Reviews will be conducted in the Human Resources office or a place designated by Human Resources.
- C. Anyone taking physical personnel records from the Human Resources office will sign for and be held accountable for the protection of such records until their return.
- D. Reviewers will return control of records to Human Resources immediately after review. Personnel records will not normally remain outside of Human Resources control beyond normal business hours.
- E. In no case will any person be allowed to add a document to or remove a document from any personnel records while being reviewed. Any errors or improprieties discovered will be brought to the attention of the Executive Director of Human Resources who will determine the appropriate action to be taken.
- F. Requests for sensitive information such as addresses or home phone numbers, or requests for any other information that are so extensive that they cannot be satisfied by reviewing on-line electronic records, must be made in writing. Social Security numbers are considered protected information under federal and state laws and will only be used for legitimate College business if required.
- G. Written releases of information and personal reviews of files, including reviews by auditors, will be documented in the personnel record.

3. LIMITED ACCESS PERSONNEL FILE

- A. **CONTENT** - The limited access file is for official use. Only documents authorized by state/federal regulations/statutes, such as evaluations, disciplinary actions, etc., may be placed in this file. Employees may place documents such as rebuttals to performance evaluations or disciplinary actions in their limited access file only as specifically authorized by Human Resources.
- B. **RELEASE** - Limited access employee records are confidential and exempt from the provisions of Chapter 119, F.S. Human Resources may release such records to the President for use in the discharge of official duties. In addition, Human Resources may release information from the limited access files under the following conditions: written authorization by either the employee or the President, or upon receipt of a subpoena or an order of a court of competent jurisdiction, or an official notice of audit. Records about employee performance shall only be released according to Section 1012.81, Florida Statutes.

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- (1) An employee's limited access file may be inspected by the employee and College personnel who are responsible for supervising the employee.
- (2) Employees may permit another person to review their personnel files by submitting a written authorization to Human Resources.

History: Replaces Procedure 2.016, Personnel Files, dated August 8, 1994.