
TITLE:	Personnel Files
NUMBER:	325 (former 4070)
APPROVED BY THE BOARD OF TRUSTEES:	5/6/75
AMENDED BY THE BOARD OF TRUSTEES:	1/9/13

Personnel files will be maintained to indicate the College's basis for employing, retaining, or terminating an employee. An employee has the right to request the inclusion of specific material in the file, and shall be notified of the decision to include or reject such additional materials. The employee will also be notified of the proposed destruction of any material from the file.

The personnel file will be available to the employee upon his or her request. In addition, upon written request of the employee, specific materials will be released to other persons. The President, the Human Resources Office, the employee's supervisor(s) and individuals requiring materials for legal proceedings between the employee and the College will also have access to the file. Those not identified in this policy as entitled to review an employee's personnel file will not be permitted to inspect such a file unless required by law.