

PERSONNEL RECORDS

Contents and Maintenance

Personnel records shall be maintained by the Human Resources Director.

Contents of the personnel file include:

- Employment application and resume.
- College transcripts.
- Job descriptions.
- Required certifications.
- Contracts.
- Leave Documentation.
- Documentation of hiring, promotion, demotion, transfer, layoff, rates of pay, other forms of compensation and education and training records.
- Performance evaluations and improvement plans.

Files containing medical information, Federal Forms I-9, and background checks regarding an employee will be kept separate from other personnel files.

Personnel records are generally confidential and may be reviewed by supervisors only on a “need to know” basis.

Access by Employees

Employees, former employees, or their representative, may request access to their personnel file once per calendar quarter. All requests must be submitted in writing to the Human Resources Director. Upon receipt of a written request, the Human Resources Director will schedule an appointment for the employee to view his or her file during normal office hours.

Documents that the employee may not review include reference checks, investigation files, documents related to a judicial proceeding, any document that would violate the confidentiality of another employee, or recommendations provided to the Cooperative on a confidential basis by universities, colleges or persons not connected with the Cooperative.

Personnel files must be reviewed in the presence of the Human Resources Director or designee. No part of the personnel file may be removed from the office by the employee.

Photocopies of the file, or portions of the file, may be requested by the employee. Within reason, the Human Resources Director will provide photocopies. For extensive copying, the employee may be asked to pay for photocopies.

If an employee wishes to respond to any material contained in the personnel file, the employee may write an explanation or clarification to be attached to the disputed document in the presence of the Human Resources Director.

The employee may also ask to have a document removed from the personnel file. If the Human Resources Director agrees, the document may be removed. If the Human Resources Director disagrees, the matter may be appealed to the Director.

Access by Outside Parties

All requests for information on current or former employees must be referred to the Human Resources Director. Information given by phone will be limited to verification of employment dates, position title, and salary.

In response to written requests (i.e. mortgage applications), information such as salary, dates of employment and job position may be provided, if an authorization signed by the employee is provided.

Representatives of Government or law enforcement agencies, in the course of their business, may be allowed access to file information.

Policy Adopted: June 16, 2010