

Clatsop Community College

Code: 4.205
Adopted: 1/26/95
Revised: 5/22/2003

PERSONNEL RECORDS

An official personnel file will be established for each person employed by the College. Such files will be maintained in a central location.

The President will be responsible for establishing regulations regarding the control, use, safety, and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints, and written disciplinary actions to be placed in their personnel file and may submit a written response to be attached to the file copy.

No files will be removed from their central location in Human Resources for inspection. Except as provided below, or required by law, College employees' personnel records will be available for use and inspection only by the following.

1. The individual employee. An employee or designee may arrange with the Human Resources Office to inspect the contents of his/her personnel file on any day the Human Resources Office is open for business. In addition, for a fee, employees will be provided a copy of all or part of the contents of their individual personnel files upon request.
2. Others designated in writing by the employee;
3. A Board member when specifically authorized by the Board. Information will be kept confidential.
4. The President and members of the central administrative staff;
5. College administrators and supervisors who currently or prospectively supervise the employee;
6. Employees of the Human Resources Office;
7. Attorneys and independent auditors for the College or the College's designated representative on matters of College business.

8. The President may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The President will determine in each case the appropriateness and extent of such access and inform the Office of Human Resources in writing of his/her decision.

Active, current employees will be notified when a third party (as referred to in 7 and 8 above) has been given access to their personnel files.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

END OF POLICY

Legal References:

ORS 342.850

ORS 652.750

Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat. 327 (1990)

See Also:

Policy 4.207 Employee Health Information Privacy

Employee Health Information Inventory (Employee Handbook)