

AP 7145 Personnel Files**References:**

ORS 652.750

An employee's personnel file will be available to the employee for examination in the Office of Human Resources with reasonable notice and during normal business hours. A Human Resources representative will be present during the examination. The employee may elect to be accompanied by a third party at the time of file examination. Interested parties will make a request through the Human Resources Office under the provisions of BP 7145 or under the applicable collective bargaining agreement and or handbook.

Records may not be removed from the personnel file. An employee may submit a rebuttal if they disagree with materials found in their file to the Office of Human Resources.

Single copies of documents in the personnel file are available to the employee upon request, and with reasonable notice. Multiple copies of documents or a copy of the complete file is available upon request and at the employee's expense. Copies of reference letters furnished to the college at the time of initial employment are excluded from this provision.

END OF PROCEDURE

President's Cabinet Approval Date:	April 13, 2021
College Council Approval Date:	April 22, 2021
Last Revised:	April 22, 2021