



## BP 7145 Personnel Files

### References:

ORS 192.410-192.505

Employee personnel records are maintained in the Office of Human Resources. The following policy provides guidance to employees about their privileges and obligations with respect to their own personnel records, and guides Clatsop Community College personnel responsible for producing and maintaining personnel records in the appropriate handling of those records. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations.

This policy applies to all employees of the college.

For this policy, a personnel file consists of any employment-related and or personal information about a CCC employee, former employee or applicant for employment gathered by the College.

Employment-related information includes information related to an individual's:

- Application
- Selection
- Appointment
- Contract of employment
- Promotion, demotion, and transfer
- Awards and or other formal recognition received
- Copies of required certification/licensing/educational degree
- Salary
- Background check information
- Leave
- Performance evaluation forms
- Suspension, disciplinary actions, and termination

### Access to Personnel Files

At the request of an employee, the College is required to provide a reasonable opportunity for the employee to inspect their personnel file, including records that are used to determine the employee's qualifications for employment, promotion, additional compensation, or termination. Except as provided below, or required by law, College employees' personnel records will be available for use and inspection only by the following:

1. **Access by the Employee:** An employee or designee may arrange with the Office of Human Resources to inspect the contents of their personnel file on any day the Human Resources Office is open for business. This includes others that the employee may designate in writing.



2. **Access by College Personnel:** College administrators, deans, supervisors, human resources personnel, investigators, College attorney and or their representative, or other college personnel with a business need to do so may review an individual's personnel file upon request and demonstration of the business need.
3. **Access by Third Party:** The President or designee may permit persons other than those specified above to use and to inspect employee records when, the person requesting access has a legitimate official purpose. The President or designee will determine in each case the appropriateness and extent of such access. An example would include but is not limited to, a summons or subpoena for a personnel file.

A documented list will be attached to the employee personnel file on whom, the purpose and when an employee personnel file was accessed.

### **Release of Information**

Only the following information concerning active or terminated employees is released by the Office of Human Resources upon receipt of a written or telephone request:

- Dates of employment
- Job classification and title
- Department in which the individual is or was employed
- CCC telephone extension on active employees, if requested
- Office address for active employees
- Email address for active employees

Written requests for additional information related to employment references, mortgages applications, etc. will be provided only if a release form is signed and returned to the Human Resources Office.

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**

|                                    |              |
|------------------------------------|--------------|
| President's Cabinet Approval Date: | May 25, 2021 |
| College Council Approval Date:     | May 27, 2021 |
| Board Adoption Date:               | June 8, 2021 |
| Last Revised:                      | June 8, 2021 |

Rescinds: 4.205 Personnel Records