

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7090.0

FOR POLICY NUMBER: N/A

PERSONNEL FILES PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish a procedure for electronic record management of human resources documentation. This procedure is written also to clarify the general best practices of the contents within an electronic personnel file, allowing employee access to view their personnel file, and keeping confidential information separate from their personnel file.

2. DEFINITIONS

N/A

3. PROCEDURE

- 3.1** This procedure recognizes that records containing employee information may be kept in electronic or paper form and may be maintained in several different electronic systems and physical locations. All employee personnel files, whether electronic or paper, shall be secured in strict conformance with federal and state laws governing confidentiality of information. Employment records will be kept according to the record retention schedule of Northeast Community College.
- 3.2** Employees may view their records in the Human Resources office at any time during the regular working hours upon appropriate advance notice to Human Resources.
- 3.3** Contents of individual employee files vary and the records may be maintained in electronic or paper format. A typical personnel file may include but is not limited to the following:
 - 3.3.1** Applications
 - 3.3.2** Letters of offer and acceptance of employment
 - 3.3.3** Job descriptions
 - 3.3.4** Personnel action forms and other payroll change forms
 - 3.3.5** Performance Evaluations
 - 3.3.6** Positive Disciplinary Forms / Performance Improvement Plans
 - 3.3.7** Letters of Recommendation
 - 3.3.8** Transcripts
 - 3.3.9** Training Certifications

3.4 The following documents shall not be included in the personnel file and instead shall be kept in a separate confidential file. Such documents of the file may include but is not limited to the following:

- 3.4.1** Reference Checks
- 3.4.2** Background checks
- 3.4.3** Medical Records
- 3.4.4** Requests for Employment /Payroll Verifications/ Loan Verification Requests
- 3.4.5** Garnishments
- 3.4.6** FMLA-related documents
- 3.4.7** ADA accommodation related records
- 3.4.8** Other Legal Documents

3.5 Accessibility and security of electronic records will be governed by the AP-3511.0 Information Security Administrative Procedure.

4. APPLICABILITY

N/A

ISSUE DATE: 12/20/2017

EFFECTIVE DATE: 12/20/2017

REVISION DATE(S): N/A

PRIOR POLICY/PROCEDURE NUMBER: N/A

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-3511.0

PROCEDURE KEY WORDS: personnel files, electronic, confidential, information