

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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PERSONNEL FILES

Effective October 15, 1985

Policy No. 3-22

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- (A) All individuals will have required personnel information completed and forwarded to the Director of Personnel prior to their employment. Upon request to the Director of Personnel, all employees shall have access to information within their respective personnel files. This review of the individual's personnel file will only be conducted in the presence of the Director of Personnel. Employees may add pertinent documents to their files related to their employment. Documents may be removed from the personnel file after an appropriate period of time, with the approval of the employee, the Director of Personnel, and the manager of the office who originally placed the document in the file. In the event of the Director's absence, another employee of the Personnel Office will be appointed to act in his/her behalf.
- (B) Personnel files will be maintained in accordance with all governmental regulations concerning right-of-privacy legislation. The Director of Personnel may collect, store, maintain, duplicate, expunge, and use information as required about the employee needed in the performance of college responsibilities. Employee records (an entire personnel file or specific data from the personnel file) will only be reviewed by designated individuals as specified by the President and for purposes of: record maintenance, promotion, retention, salary determination, grievance, tenure consideration, audit of records to meet college needs, governmental, or legal requirements.
- (C) Employees may waive their right to privacy in relation to review or release of information from their personnel file. Written permission must be received by the Director of Personnel prior to release of any information to outside sources.