

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PERSONNEL FILES
Procedure No. 3-22 (B)
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Effective October 15, 1985

- (1) Information contained in the personnel file of any employee will be treated with utmost confidentiality and, therefore, only the following people may review the files or obtain information from the files, in performance of college responsibilities, without a specific release from the employee.
 - (a) Members of the Personnel Department.
 - (b) The employee's manager or a superior higher in the line organization of the functional area.
 - (c) A manager considering the employee for a position in his/her functional area or department.
 - (d) Members of the payroll function may be provided with information from the personnel files by the Director of Personnel, but only in conjunction with their responsibilities.
 - (e) Members of the Tenure Review Committee in conjunction with their responsibilities.
 - (f) Members of a grievance panel in conjunction with their responsibilities.
 - (g) Members of the Research and Planning Department may be provided with information from the personnel files by the Director of Personnel, but only in conjunction with their responsibilities.
- (2) Employees wishing to release information from their personnel file to an organization or individuals must complete an appropriate release form provided by the Director of Personnel.
- (3) The Director of Personnel has the responsibility of determining what documents are pertinent in relationship to an employee's personnel file.
- (4) Before an employee may have pertinent documents added to his/her file, the Director of Personnel has the responsibility of determining that the employee's manager is aware of the documents.