

Appendix 2

SAMPLE PERSONNEL RECORDS POLICY

This policy was approved by the _____ on _____. It is the college's policy regarding appropriate access to personnel records while protecting their confidentiality.

1. All employee personnel files are confidential. Access to an employee's file shall be given only on a "need to know" basis to other employees of the college, including the employee's superiors, human resource personnel and accounting personnel.
2. No information contained in an employee's personnel file shall be disclosed to anyone outside the college except in the following circumstances:
 - a. to comply with a legally valid administrative summons or judicial order, such as a search warrant or a subpoena;
 - b. to respond to a government audit or investigation;
 - c. to comply with federal, state or local laws or regulations;

Sample Personnel Records Policy

- d. to a request by a law enforcement agency for an employee's home address and dates of attendance at work;
- e. in defense of personnel-related complaints against the college;
- f. in response to an apparent medical emergency;
- g. to an outside party who maintains or prepares employment or payroll records; or
- h. with the written permission of the employee.

3. This policy will not apply if:

- a. the employee has specifically waived written notice as part of a written, signed employment application with another employer;
- b. information is requested by a government agency as a result of a claim or complaint by the employee.

4. An employee may inspect his or her personnel records within 10 working days of making a written request to the _____. An employee may not inspect his or her personnel record more than 2 times each year without the approval of the _____. Personnel records may be inspected at the _____.

If an employee disagrees with information contained in the personnel file, the employee may request in writing that the information be corrected or removed. If the _____ does not agree to remove or change the information requested by an employee, the employee may submit a one-page statement explaining the employee's position, which will be placed in the personnel file.