



<b>Administrative Policy:</b>		Personnel Files	<b>Policy Number:</b>	AP 7145
<b>Applicable regulations - Federal/State/Board/College</b>		NWCCU Standard 2.A.20 ORS 652.750		
<b>Accountable Administrator:</b>		Human Resources Director	<b>Position responsible for updates:</b>	Human Resources Director
<b>Original Date:</b>	2.3.21	<b>Executive Team approval date:</b>		2.9.21
<b>Date Posted on Web:</b>	3.10.21	<b>Revised:</b>		<b>Reviewed:</b>

**Purpose**

Provide clear and concise policy on personal files.

**Principle**

Personnel records are private, accurate, complete, and permanent.

All employee personnel files are officially maintained in the Office of Human Resources. Documents in personnel files include but are not limited to: resumes/vitae; official transcripts (provided by issuing institution); copies of benefit forms; payroll-related forms; letters addressing appointment, salary adjustments, title changes, and position descriptions; probationary reports; performance evaluations; letters of reprimand; employee development and training documentation; and select training records.

Employee may provide written comment on items placed in the personnel file.

Personnel File access

An employee or their supervisor may review their personnel file by scheduling an appointment with the Office of Human Resources.

Access is permitted per the details in Collective Bargaining Agreements

A reasonable fee will be charged for copies of the personnel file.