

Administrative Policy:		Personnel Files		Policy Number:	AP 7145
Applicable regulations - Federal/State/Board/College		NWCCU Standard 2.A.20 ORS 652.750			
Accountable Administrator:		Director of Human Resources	Position responsible for updates:		Director of Human Resources
Original Date	02/09/2021	Revised & Adopted	N/A	Reviewed & Adopted	N/A

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.