

3354:2-20-70 Personnel Files

| <u>CONTINUING</u> <u>Admin. & S/P</u> | <u>TEMPORARY</u> <u>Admin. & S/P</u> | <u>TENURE-TRACK</u> <u>Faculty</u> | <u>NON-TENURE TRACK</u> <u>Faculty</u> |
|--|--|---------------------------------------|---|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Full-time | Full-time | Temporary |
| <input checked="" type="checkbox"/> Partial-year | <input checked="" type="checkbox"/> Partial year | | <input checked="" type="checkbox"/> Part-time |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Part-time | | |
| <u>Staff</u> | <u>Staff</u> | | |
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Full-time | | |
| <input checked="" type="checkbox"/> Partial-year | <input checked="" type="checkbox"/> Partial-year | | |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Part-time | | |

- (A) The College shall maintain an official personnel file for each employee. Personnel files will be maintained in the Human Resources Department under the auspices of the Vice President for Human Resources and Organizational Development.
- (B) The contents of an employee's personnel file shall be limited to those documents essential to the employment, assignment, compensation, and evaluation of the employee.
- (1) In accordance with the Americans With Disabilities Act, documents containing or referencing an employee's physical condition will be maintained in a file separate from the personnel file.
- (C) If an employee disputes the accuracy of information in his/her personnel file, then the employee may request the Vice President for Human Resources and Organizational Development to investigate, within a reasonable period of time, the validity and/or the appropriateness of having the information in the file.
- (1) The Vice President for Human Resources and Organizational Development shall determine what action to take with respect to the disputed information and shall so inform the employee.
- (2) If the employee disagrees with the Vice President's determination, he/she may include a short statement explaining his/her position in the file.

Replaces: 3354:2-20-70

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CERTIFIED ELECTRONICALLY

Certification

03/13/2015

Date

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