

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
WCJC Title: <b>Personnel Records</b>	Section D: <b>Personnel</b>	Page(s): <b>2</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
Policy Title: <b>Employment Requirements and Restrictions</b>	Policy: <b>DBA (Legal); DBA (Local)</b>	
Subtitle: <b>Credentials and Records</b>	Date Adopted: 8-01-20	

**Purpose**

This procedure provides policy and procedures for secure and proper maintenance and availability of personnel records for full-time and part-time employees.

**Procedure**

**A. Official Personnel File**

The Human Resources Department is charged with the responsibility of maintaining accurate college personnel records on all full-time and part-time employees. Originals of documents substantiating required information are maintained in the personnel files. An official personnel file is maintained by the Human Resources Department for each full-time/part-time employee and is the source of formal documentation including employees’ professional background and current status with the college.

Other personnel information or duplicates of information in official files may be unofficially maintained in the files of respective Cabinet-level supervisors, division chairs, department heads, or directors, including samples of publications; data related to staff development; copies of employment contracts; letters of commendation, recommendation, or reprimand; notes on disciplinary or performance concerns, etc.

**B. Contents of Files**

1. Supervisors may place in files pertinent information concerning competencies, achievements, performance, or contributions of an academic, professional or job-related nature. All such materials are signed and dated by the person or persons submitting them. The employee into whose file such material has been placed, signs a form provided by the Human Resources Department to acknowledge that he/she has been informed of the action. If an employee refuses to sign the form, the Human Resources Department places a note in the file to that effect.

2. Employees may submit to their supervisors materials related to their performance of college duties, requesting that such material be included in their official personnel files. Such material may include their personal comments or reactions to evaluations, as well as other matters. If the supervisor concurs, the material is placed in the personnel file. If the immediate supervisor does not agree to place the material in the file, the employee may appeal that decision to his or her Cabinet-level supervisor. If the immediate supervisor is a member of President's Cabinet, the employee may appeal to the President.
3. Employees are responsible for providing documentation of their academic, professional, or career achievements, and for furnishing copies of all certificates, awards, and other pertinent information to become part of the personnel file.

**C. Access of Files**

1. Each employee is provided the opportunity to request a copy of items in their personnel file. The employee must sign a Disclosure of Personal Information form located on the college intranet under College Forms. Employees may obtain copies of any document in their own personnel files.
2. The official personnel file is confidential and may only be viewed by the employee, his or her Cabinet-level supervisor (dean or VP), division chair, department head, the President, and members of official accrediting teams.

**D. Removal of Personnel Data**

1. An employee or supervisor may request that information contained in the individual's personnel file be removed. Both the employee and supervisor must have knowledge of the request to remove information.
2. Such requests are submitted in writing to the Dean of Human Resources, who comments on their request, consults with the employee and supervisor if needed, and makes a recommendation to the employee's Cabinet-level supervisor.
3. If the Cabinet-level supervisor does not concur with the Dean of Human Resources recommendation or the employee or supervisor's request, the employee or supervisor may appeal to the President.

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