

Board Policies

ADMINISTRATIVE AFFAIRS

121.00 PERSONNEL RECORDS

Cowley College's Human Resources Department is responsible for maintaining various types of information on each employee to ensure complete, accurate and current information. Personnel files serve as the historical record of information concerning the employee from date of hire to separation. Types of files and their respective contents are listed in **AP121 – Personnel Records Procedure**.

All personnel files are securely maintained in the Human Resources and Payroll offices and are maintained in accordance to federal and state legal requirements.

Access to Personnel Files by Supervisors and Administrative Officers

Supervisors and Administrative Officers do not have access to personnel files maintained by Human Resources. However, information regarding work record or employment history will be provided to direct managers or supervisors by the Human Resources Director who will provide the pertinent information on a need-to-know basis.

Access to Personnel Files by Employees

An employee may contact the Human Resources department to view his or her personnel file. If an employee disagrees with information in his or her personnel file, the employee may submit a written rebuttal to the Director of Human Resources explaining his/her position that will be placed in the employee's personnel file.

A written request is required from former employees when requesting access to their personnel files.

Records Retention

Employee personnel records will be retained according to state and federal law requirements.

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