

2.1.4

Issued: April 14, 1999

SUBJECT: PERSONNEL FILES

LOCATION: Personnel files for non-faculty personnel will be located in the Office of the Division Administrator having functional supervisory responsibilities for the area in which the individual is employed. Files for those employees reporting directly to the President will be located in the Office of the President. If supervisory responsibilities are modified, existing personnel files for the affected reporting area will be forwarded to the office of the appropriate Division Administrator or the President.

CONTENTS: Each employee will have a file and documents will be added annually. The contents of each personnel file will include, but are not limited to:

- ◆ Applications for College employment or résumé
- ◆ Credentials of training and academic achievements, if beyond high school level
- ◆ Contract or payroll authorization
- ◆ Evaluation forms
- ◆ Records of disciplinary action-discarded after five years if no further disciplinary action has been necessary
- ◆ Copy of Form W-4 (the original will be held in the Payroll/Human Resources Office)
- ◆ Termination Report Form (if applicable) (copy sufficient)

Note: Form I-9 will be filed separately in the Payroll/Human Resources office.

LOCATION AFTER EMPLOYMENT TERMINATION. Personnel files for former employees will be maintained in the Business Office for a minimum period of five years after termination.

Contact for Interpretation: President

This policy statement supersedes all previous
policy statements on this subject.