

Policy: 5.15

Access to Personnel Files

Purpose

To provide guidance to employees about their obligations to access employee personnel files and the appropriate maintenance and handling of the employee file.

Policy Statement

The Human Resources Department is responsible for the maintenance of personnel records. Personnel files are maintained for each employee containing records related to employment, compensation, benefits, performance reviews, retirement and other pertinent documentation. Personnel files are the property of KCKCC and are considered confidential. Personnel files may not be taken and/or viewed outside the Human Resources Department.

Only one official personnel file shall be maintained by the College and is to be kept in the Human Resources Department. Supervisors are discouraged from keeping informal personnel files on employees. KCKCC recognizes, however, that it may be necessary for a supervisor to keep records concerning employee performance, which, because of an ongoing need for access and updating, cannot be solely maintained with the remainder of the employee's personnel file.

Access to Employee Files

A current and former employee is entitled to inspect or to obtain a copy of his or her own personnel file. Employee personnel files may only be examined within the confines of the Human Resources Department and in the presence of a human resources representative during normal business hours. A record will be maintained of all individuals and agencies requesting information from personnel files.

Information in such files will be provided voluntarily to federal or state agencies when: the agency has jurisdiction to make the particular inquiry, the information being sought is obtainable by subpoena, and the Chief Human Resources Officer, their designee or the KCKCC college attorney are satisfied that the information being sought is actually pertinent to the agency's inquiry.

Supervisors and administrative officers will not have access to personnel files maintained by Human Resources. However, information on the employee work record or employment history will be provided to supervisors or administrators by the Human Resources Officer assisting the department on a need-to-know basis.

Revision Approved: 10/22/2019