

BOARD POLICY SERIES NUMBER: 6095

TITLE: PERSONNEL RECORDS

PURPOSE

To maintain an effective college-wide system for documenting the terms, conditions and circumstances that arise in the course and scope of an individual's employment.

STATEMENT

It is the direction of the Board that the President maintain Administrative Rules, procedures and practices to assure personnel files are maintained, made accessible, and disposed of by Human Resources in accordance with requirements of applicable laws and current collective bargaining agreements.

DATE OF ADOPTION: 05/12/83

DATE(S) OF REVISION(S): 05/18/88; 07/21/93; 09/19/07; 1/18/12; XX/XX/17

DATE OF LAST REVIEW: 1/18/12; XX/XX/17