

Confidential Employee Records

Procedure HR 05.17

Effective: 10/27/16

All information in an employee's file shall be open to examination to the following persons:

1. The supervisor of the employee. For this purpose, the supervisor is any individual in the chain of administrative authority above a given employee within the College.
2. The employee, or a properly authorized agent. The employee file may be examined in its entirety except for:
 - a. Letters of reference solicited prior to employment.
 - b. Information concerning a medical disability, mental or physical, that a prudent physician would not divulge to a patient. The medical record may be disclosed to a licensed physician designated in writing by the employee. When medical information is obtained for any employee, the physician should indicate any information that should not be disclosed to the employee.
 - i. All medical information is kept separate and apart from an employee's personnel file.
3. Upon written request and 24 hour prior notice, an employee may have access to his/her employee records, excluding confidential pre-employment and medical information.
4. Employees, upon written request to the Human Resources Office, may obtain photocopies of employee records that are not of a confidential nature. The cost of copying will be paid by the individual at \$1.00 per page.
5. An individual requesting access to employee information may be required to submit satisfactory proof of identity.

Forms

Employee Information Release Form

While on campus this policy can be viewed by accessing Human Resources on SharePoint.