## **Policy 207: Personnel Files**

Category: Personnel

Covered Individuals: CEI Employees and Prospective Employees

Approved: 4/26/2024

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**207.1 Policy**

The Office of Human Resources is responsible for the maintenance of records pertaining to College of Eastern Idaho (CEI) employees. Personnel files are maintained for each employee containing records related to employment, compensation, benefits, performance reviews, corrective action, retirement, and other pertinent documentation. Personnel files are maintained in a secure and confidential manner.

An employee has the right to review, but not remove, the contents of his/her own official personnel file, excluding references. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employee files may not be taken outside the human resources department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of the human resources department in response to the employee’s request, a valid subpoena, or a valid court order.

Information regarding the medical condition or history of an employee is not included in the personnel file, but will be separately maintained in a segregated medical file in the human resources office in accordance with the American Disabilities Act. Access to an employee’s medical file and any medical-related information is restricted to the employee and human resources personnel.

**207.2 Procedures**

Personnel files are maintained for all employees and are available for examination by employees during regular business hours. CEI respects individual rights to privacy and, to the extent possible, preserves confidentially of employment information, with the exception of administrative review. Documents received by human resources that are anonymous or that are not based on the personal knowledge of the author will not be placed in personnel files.

An employee may obtain copies of any material in his/her personnel file by written request only. The requested material will be copied by human resources personnel and available for pick-up within three days of receipt of the written request and payment for the cost of photocopying. Personnel file material cannot be copied without the employee’s prior approval, except in instances where the immediate supervisor of the employee requests information for the purposes of annual evaluations and/or performance reviews.

The information contained in personnel records may be used to respond to inquiries from third parties when the current or former employee has provided an authorization to disclose the requested information. Information provided may include employment history, classification, pay grade, longevity, gross salary, salary history, status, and employing entity.

Additional information relating to the employee or an applicant for employment, including, information regarding gender, race, marital status, birth date, home address, telephone number, applications, testing and scoring materials, grievances, correspondence and performance evaluations, will not be disclosed to third parties without the employee’s or applicant’s written consent or as required by law.

It is an important responsibility of each employee to promptly notify the Office of Human Resources of any changes in personal data such as legal name, change in marital status, personal mailing address, telephone number, number and name(s) of dependents, individual(s) to contact in case of emergency, and any other personal information needed for income tax benefits, or other employment purposes. Notification should occur within 30 days following changes.

All personnel files will be secured in locking file cabinets or electronically in the college’s HRIS system in the employee’s personnel file. Except in instances required by law, employee personnel files will be kept for five years from the date of termination. A summary record of employment relationships and personnel files involving legal action will be retained indefinitely.