

Personnel Records

Your Personnel Record contains information relative to your employment with the College, such as wage or salary information, performance appraisals, and benefit enrollments.

Because it is essential that the information contained within your Personnel Record be kept up to date, you are required to notify, in writing, the Office of Human Resources when any of the following events occurs:

- ✓ Change in your legal name
- ✓ Change of address or telephone number
- ✓ Change in your social security number
- ✓ Change in your marital status/dependents (only if relevant to your participation in College-sponsored insurance benefits)
- ✓ Changes in number of exemptions claimed for income-tax withholding purposes
- ✓ Change in designated individual to be notified in case of emergency
- ✓ Change in designated beneficiaries to insurances

Upon request, you may be eligible to inspect certain contents in your Personnel Record. The College follows the "Inspection of Employment Records Law" Act of 1978 with regard to Personnel Records. Accordingly, the Personnel Record shall not include records of an employee relating to the investigation of possible criminal offense, letters of reference, documents which are being developed or prepared for use in civil, criminal or grievance procedures, medical records, etc. If you wish to make such an inspection, you must make a written request addressed to the Office of Human Resources. An appointment will then be scheduled to view the record during regular business hours. A faculty member who wishes to inspect their file should make arrangements with the Office of the Provost.

Individuals wishing to review their personnel record will be able to take handwritten notes of such records. However, no individual will be permitted to make copies of, take pictures of, or otherwise take any portion of their personnel record with them outside the room of inspection. A College representative will be in the room at all times when personnel records are being reviewed to ensure compliance.

The College is committed to protecting the privacy and confidentiality of employment records. The response of the Office of Human Resources to outside requests for employment verification is restricted to the release of the employee's name, employment dates, and job title. Additional information, including salary information, can only be released with written authorization from the employee or when subpoenaed.