



ROLLINS
Policy

Title:	Viewing Personnel Records	Type:	Human Resources
No: HR7790		Approval Date: 5/9/2017	
Responsible Office: Human Resources		Approved By: Non-Substantive Updates	
Next Review:		Revision No:	

I. Purpose/Introduction/Rationale

It is the policy of the College to maintain personnel records and information for each employee and past employee. The College attempts to balance each individual's right to privacy with the College's need to obtain, use and retain employment information. The purpose of this policy is to provide guidelines for employees to view the contents of their personnel files.

II. Application and Procedure

- A. This procedure applies to all exempt and non-exempt salaried and hourly employees of the College.

- B. Personnel File Contents
 1. Personnel records are to contain information which is needed by the College to conduct its business or which is required by federal, state or local law. This information normally will include but will not necessarily be limited to the following:
 - a. Application forms
 - b. Payroll information including federal payroll deduction information
 - c. Performance appraisals
 - d. Disciplinary records
 - e. Attendance and tardiness records.
 2. The information contained in each personnel record will be obtained directly from the employee or the employee's supervisor.
 3. Employees have a responsibility to keep their personnel records up to date and are to notify Human Resources in writing of any changes in the following: name; address; telephone number; marital status (for benefits and tax withholding purposes only); number of dependents, addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only); beneficiary designations for any of the College's insurance, disability or pension programs; and persons to be notified in case of emergency.
 4. In addition, employees who have a change in the number of dependents or marital status should complete a new Form W-4 for income tax withholding purposes within ten days of the change if the change results in an increase or a decrease in the number of dependents.

- C. Employee Viewing of Personnel Records
 1. Employees are permitted to inspect their own personnel records. A written or verbal request to do so should be directed to the Human Resource Department. Human Resources will then schedule a time for inspection. Requests to have material copied from the individual's file will be accomplished as expeditiously as possible. However, depending on the volume of copies to be made this may not always be done at the same time as the employee views his/her file.
 2. Charges for copying will be borne by the employee and will not exceed the actual cost to the College.

3. Employees who, after inspecting their personnel files, feel that any material is inaccurate or irrelevant may submit a written statement of disagreement in the file and can pursue the matter further using the regular Grievance Procedure HR7430.
4. Employees are prohibited from inspecting any personnel files except their own, unless they have a legitimate managerial need to know the information in other employee files. Examples of individuals who may have a legitimate need to inspect personnel records include the President, the Director of Human Resources or a designated assistant, and the respective Department Head who supervises the employee.
5. Employees are to refer all requests from outside the College for personnel information concerning applicants, employees and former employees to the Human Resource Department who may verify wage and salary information and release the following information without first obtaining the consent of the individual involved:
 - a. Employment dates
 - b. Position held
 - c. Location of job.
 - d. Employees or former employees must furnish written permission to the Human Resource Department for release of performance related information to outside agencies.

IV. Related Policies or Applicable Publications

See also: Grievance Procedure for Exempt and Non-Exempt Staff HR 7430

V. Appendices/Supplemental Materials

N/A

VI. Rationale for Revision

N/A