

METROPOLITAN COMMUNITY COLLEGE

BOARD POLICY

3.25050 BP

PERSONNEL FILES

3.25050 BP

It is important that each employee be cognizant of materials in her/his personnel file. Therefore, the following shall prevail:

- (1) There shall be only one official personnel file on an employee which shall be located at the district personnel office. The employee shall have the right to inspect this file.
- (2) The employee shall have the right to have a copy of any document in her/his file except the placement papers from a college or university placement office.
- (3) Documents which the employee requests to be placed in the files shall be so included.
- (4) Supervisors and administrators having responsibility for the employee's performance shall be entitled to access to the files, shall not allow other parties to inspect the files without written release by the employee, and shall not divulge the contents to other parties.
- (5) There shall be no copying of any document in an employee's file without the written consent of the employee. It shall be clearly stated in writing the purpose for copying and the disposition to be made of the copies.

Adopted: Board of Trustees  
March 13, 1975  
(Editorial Corrections 7/10/06)