

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.25050 DR

PERSONNEL FILES

3.25050 DR

Personnel file folders will be maintained in the office of the district director of personnel. It will be the responsibility of the director of personnel to keep all files in order and insure that all documents required are in the folder of each employee. The director of personnel shall also be responsible for seeing that no documents other than those specified are retained in the folder.

I. Release of Information from Personnel Files

Since information about individual employees of the district will be considered to be strictly confidential, requests for information about employees by collection agencies, credit adjusters, credit collection agencies, credit investigations, legal subpoenas, etc., will be handled in the following manner.

- A. The district personnel office will release any information about an employee if a subpoena or court order is presented to the director.
- B. Under no circumstances will information about an employee be released to any external individual, agency, or company without the -expressed written consent of an employee.
- C. Requests from within the district for information regarding an employee will be referred to the director of personnel services. In general, such requests will be honored only for the employee's supervisor(s).

In addition to the above, the district will release information concerning the current job title and salary of any employee without asking for permission of the employee.

Collective information, such as how many employees there are in the district, the number at each campus, the number in each department, etc., will not be considered confidential information. Requests for such information will be referred to the director of personnel services, who will determine whether or not a request is valid and whether or not the request is from an individual, agency, etc., entitled to receive it.

II. Review of Personnel Files

- A. Any employee of the district will have the right to review the contents of her/his personnel file, with the exception of placement papers from a college or university placement office.
- B. An employee who wishes to review her/his file will do so in the presence of the personnel director or her/his designee.
- C. Supervisors who wish to review files will do so in the presence of the personnel director or his/her designee.

- D. Personnel files will not be sent to supervisors. A supervisor will not copy a document in the personnel file without written release by the employee.
- E. Administrators and supervisors may not divulge the contents of the files to others.
- F. The employee will have the right to question the authenticity of and truthfulness of the assertions in any document and request a correction or removal of the document from the files.

Approved: Chancellor
April 1, 1975
(Editorial Corrections 7/10/06)