

**BOARD POLICY SERIES NUMBER: 6095**

**TITLE: PERSONNEL RECORDS**

PURPOSE

To maintain an effective college-wide system for documenting the terms, conditions and circumstances that arise in the course and scope of employment.

STATEMENT

Bargaining Unit Employees

Instructions related to personnel records for collectively bargained faculty and classified employees are contained within each group's collective bargaining agreement. Where bargaining agreements are silent, Board Policies and Administrative Rules shall apply.

Non-Bargaining Employees

The Board directs the President to maintain Administrative Rules, procedures and practices to assure personnel files are maintained, made accessible, and disposed of by Human Resources in accordance with requirements of applicable laws.

DATE OF ADOPTION: 05/12/83

DATE(S) OF REVISION(S): 05/18/88; 07/21/93; 09/19/07; 1/18/12; XX/XX/17

DATE OF LAST REVIEW: 1/18/12; XX/XX/17