Personnel Files Policy

POLICY: Personnel File			
POLICY NUMBER:	300.06.01	**CUSTODIAN:**	Human Resources
APV'D DATE:	08/11/2020		
EFFECTIVE DATE:	08/11/2020	**REVIEW DATE:**	July 2021
REFERENCES:			

Part 1. Policy Background and Purpose.
The purpose of this policy is to outline the parameters and responsibilities of maintaining files containing employee information on behalf of White Earth Tribal and Community College (WETCC).

Part 2. Definitions.
Confidential Employee File is an official file maintained by the HR department containing specific sensitive and confidential information pertaining to an employee.

Personnel File is the official file maintained by the HR department containing information on an employee's job records.

Supervisor File is an unofficial file maintained by a supervisor that can contain copies of information maintained in the official personnel file, supervisory notes, etc.

The Academic Personnel file is maintained by Academic Dean and will contain documents directly pertaining to Faculty/Adjunct personnel.

PAF is a Personnel Action Form which is the official document authorizing changes impacting an individual's employment.

CV is an abbreviation for Curriculum Vitae which is an in-depth document containing a high level of detail about an individual's achievements.

HR Technician is the Human Resources Technician who performs the day-to-day operations of the Human Resource office.

Part 3. Responsibility.
The HR Technician is responsible to establish a Confidential Employee File and an official Personnel File for each employee hired by WETCC and maintain them in a secure location to maintain confidentiality and restricted access.

The HR Technician is responsible to respond to an employee's request for copies of their personnel file within five (5) working days.

Supervisors who maintain employee-related documents are required to maintain them in a secure location to maintain confidentiality and restricted access.

Part 4. Policy.
Subpart A. Confidentiality.
All employment-related files are required to remain confidential and available only on a need-to-know basis.

Subpart B. File Contents.
The following information will be maintained in the specified personnel file(s):

Confidential Employee File maintained by HR will contain documents with the following information:

- date of birth
- marital status
- dependent information
- protected health information, including doctor's statements
- social security number
- immigration status
- national origin
- race
- gender
- religion
- sexual orientation
- criminal history and background checks
- drug test results
- injury documents and/or workers' compensation claims
- financial history
- child support or garnishments
- W4
- I9
- Title IV complaints, investigations, and grievances.

Staff Personnel file maintained by HR will contain documents directly pertaining to an employee's job such as:

- position description
- employment application
- Resume and/or CV optional
- performance evaluations
- disciplinary actions
- records pertaining to job offers, promotions, demotion, transfer, layoff
- PAF's documenting changes in employment status
- pay and compensation information

- certifications including: FERPA Info Guide, DAAPP, Sexual Harassment training
- complaints, investigations, and grievances
- media release forms
- Employee Handbook Acknowledgement Form

Academic Personnel file maintained by Academic Dean will contain documents directly pertaining to Faculty/Adjunct position such as:

- letter of interest, and resume and/or CV
- educational transcripts
- credential evaluation summary form
- contracts
- professional development plan and report or semester review
- Faculty Handbook Acknowledgement Form

Supervisory files may be maintained by supervisors containing employment-related information such as copies of non-confidential materials in the HR Personnel file and supervisory unofficial notes.

Subpart C. Employee Access.
Upon written request to the HR department, an employee will be able to receive copies of information contained in their official Personnel File. Information contained in the Confidential File is restricted and not accessible to an employee. Employees are not allowed to remove their files or any contents from the HR office.

Inactive Confidential, Personnel Files, and HR Files are maintained for seven (7) yearsby the HR office after which time they are destroyed.

Information maintained in the Supervisor and Academic files is unofficial and therefore not accessible to an employee. Supervisors are not required to maintain these files and therefore have norecord retention requirements.