

3357:13-16-16 Personnel Files

- (A) There will be established and maintained one official personnel file on each staff member. This file will be maintained in the Office of Human Resources.
- (B) Access to the official personnel file shall be available during regular business hours to the staff member upon request to the Director of the Office of Human Resources or designee. The review of such personnel file shall be in the presence of the Director of the Office of Human Resources or designee. Neither the file nor any part thereof shall be removed from the College's offices.
- (C) Staff shall be informed of any complaint by a student, employee or member of the public which is directed toward them and which will become a matter of record.
- (D) Anonymous letters or materials shall not be placed in the staff member's file nor shall they be made a matter of record. Each staff member shall have the right, upon request, to review the contents of their personnel file.
- (E) Each staff member shall have the right to dispute the accuracy, relevancy, timeliness or completeness of information contained in the file. Each staff member shall also have the right to request in writing that such disputed materials be removed from the file. Such a request shall specifically identify the material objected to and the basis of the dispute. When such a challenge is made, a reasonable investigation of the disputed information shall be conducted by the Human Resources Officer or designee. Any determination will be made by the Human Resources Officer or acting Human Resources Officer. Any information that cannot be verified or is found to be inaccurate by the College will be deleted.
- (F) Should it be determined that the disputed information should not be removed, the staff member will be permitted to include in the file a written statement of position and a notation that protests that the disputed information is inaccurate, irrelevant, or incomplete.
- (G) The staff member may be charged actual cost for any copies of materials placed in or requested from the personnel file.
- (H) See Article XI of the Collective Bargaining Agreement dated 082317 for guidance on this matter regarding faculty.

Effective: January 4, 2018

Expires: January 1, 2023

Review dates: 12/17/08, 1/4/18