

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.38

Title All Employees

Employee Records

The College shall maintain personnel records on employees. The records are important for the daily administration of the instructional programs, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records may be electronic, as well as in "hard copy" form, and shall include, but not be limited to, records necessary for the daily administration of the College, salary records, evaluations, application for employment, references, and other items needed to carry out Board policy. Employee personnel files are College records and are considered confidential and not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or when required by legal authority, will employee personnel records be accessible to individuals other than the employee or authorized College officials.

Employees may have access to their personnel files, with the exception of reference materials as stated below, and may copy items from their personnel files at a time mutually agreed upon between the administration and the employee. The College may charge a reasonable fee for each copy made except the total amount charged for all copies may not exceed \$5. Employees will not be allowed access to the employment references, written or otherwise provided on behalf of the employee, unless the document in question has specifically been authorized for release to the employee by the individual or institution which originally provided same. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the Board.

It shall be the responsibility of the President to insure that employees' personnel files are kept current.

It shall be the responsibility of the President to develop administrative procedures for the implementation of this policy including designating the custodian of employee records.

Date of adoption 12/11/95

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

20; 21; 22; 91B

Date of current revision 06/09/97

Related Administrative Procedures and Cross References \_\_\_\_\_

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