



BOARD POLICY

BOARD POLICY SERIES NUMBER: 302.11

TITLE: PERSONNEL FILES

All official College personnel files shall be maintained in the Human Resources department for all staff. The Director of Human Resources shall serve as the files custodian.

Personnel files shall contain only those items determined to be relevant to an employee's career at Umpqua Community College. All entries shall be dated and signed by the submitting party, with one copy sent to the employee.

Personnel files shall be open for inspection only by the employee, the employee's supervisor(s), and other persons officially designated by the College President.

Materials will be copied for the employee if requested. Personnel file material may also be copied for persons officially designated to possess file access in order to certify the contents of an employee's personnel file for official college purposes.

See ACEUCC and UCCFA collective bargaining agreements for procedures.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: 04/13/11 by Board