

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR- 5.7**

TITLE: **ACCESS TO PERSONNEL FILES**

DEFINITION: **This regulation defines the process, tracking and conditions under which personnel files may be accessed.**

EFFECTIVE DATE: **NOVEMBER 30, 2005**

PROCESS:

Personnel files may only be inspected within the Business Office file area during regular business hours. Employees must schedule an appointment to review their file. A representative of or the custodian of records shall be present during the review.

A written record will be maintained of all individuals and agencies reviewing individual personnel files on a *Personnel File Review Sheet* form. The record will include the date the file is reviewed, written and printed signature of reviewer and date file returned. Written requests for employee's information from external agencies and express written authorization from employees to release personnel file information will be maintained in the personnel file as an official record

A copy of any material in the personnel file, unless employee's prior agreement to forfeit their right of access (such as some references), shall be provided to an employee upon request. A copy fee is charged for copies of any personnel file contents, which is set at twenty-five cents per page. The copying fee must be paid to the Business Office cashier prior to the release of the copied documents.

Documents may not be removed from a personnel file by the employee. An employee may petition at any time for the removal or addition of documents to their own personnel file. The petition must be submitted in writing and addressed to Human Resources or designee. Further, the document(s) which the employee is requesting to be removed or added must be specifically identified and reason(s) for the request should be described in detail. The petition must be signed and dated by the employee and a copy provided to their immediate supervisor.

Human Resources or designee will respond to the petition in writing to the petitioning employee, stating the reason(s) for either accepting or denying the request to remove or add document(s) to an employee's personnel file. A copy of this response will be provided to the employee's immediate supervisor, major administrator and the President.

The responsibility for implementation, interpretation and review of this regulation is delegated to the Executive Dean for Financial and Operations Services.

ALFRED R. HOFFMANN, PRESIDENT

DATE