

## I. POLICY

To define the personnel file, describe its contents, and define rights to access.

Human Resources will establish, maintain and control access to personnel files of current and former college employees. The information in the employee's personnel file relates specifically to the employee's work assignments, qualifications, commendations, promotions, compensation, supervisor performance evaluations and any formal disciplinary action. Records of participation in the benefits program of the college are also maintained by Human Resources.

## II. REFERENCES

Government Records Access and Management Act (GRAMA), Utah Code Ann. §§ 63G-1-101–901.

## III. DEFINITIONS

Personnel file: The official college record relating to an individual Salt Lake Community College full-time employee maintained centrally in the Human Resources office. The personnel file includes, but will not be limited to, letters of appointment, faculty ranking sheets, official faculty credentials, the employee's personnel action forms, completed application and records of performance evaluation, promotion and/or tenure review letters of progress/concern and any letters or memoranda of evaluation and commendation or criticism relating to an employee.

Documents solicited or written under a request or promise of confidentiality will not be kept in the personnel file. Such documents will be kept by the supervisors or other designated administrative officers in their offices in a protected file. Examples of such documents include, but are not limited to, personal diary notes, investigatory records, counseling notes, college placement files and letters of reference for employee applicants.

## IV. PROCEDURE

A. Individual employees will be informed of information needs and collection practices regarding their file when hired. Human Resources will advise the employee as to what can and cannot be kept in the file. Human Resources will advise the employee and the supervisor, according to

GRAMA as to what can and cannot be released to the public as requested.

- B. Outside of the tenure-review process, to the extent a significant employment decision or a response to a grievance is based on any confidential or private information, that information must be accessible to the individual.
  - 1. Before any document regarding a concern or disciplinary action is placed in or transferred to a personnel file it must:
    - a. be addressed to the individual's personnel file;
    - b. be copied to the employee; and
    - c. contain the employee's signed notation stating: "I have reviewed this document with my supervisor."
  - 2. The employee may challenge any statement in their file by writing a document of rebuttal to their file with a copy to the supervisor. If the problem can't be resolved, the employee may choose to follow the college's due process system for faculty or the grievance procedure for staff.
- C. Employees may examine their personnel file in the presence of a Human Resources employee.
- D. No one else will have access to an employee's personnel file except those with express written permission of the employee or those with a need to know such as the employee's supervisors, a Payroll employee, or a Human Resources employee.
- E. Upon termination, an employee's personnel file remains college property. Employees may purchase a copy of their personnel file before they leave the college, if requested.

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Date of last cabinet review: March 16, 1992

The originator of this policy & procedure is Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210.