

### **I. Purpose**

The purpose of this policy is to make all employees generally aware of their rights regarding personnel files.

### **II. Scope**

This policy applies to all Lansing Community College employees.

### **III. General**

The College is committed to compliance with the provisions of applicable laws and regulations. The College maintains employee personnel files in a confidential manner. Access to others may be provided, for example, in such situations as:

- Health information when needed for Worker's Compensation matters or as appropriate when considering requests for accommodation under the Americans with Disabilities Act (ADA);
- Court-ordered requests as accompanied by subpoena, warrant, garnishment order, child support order, or other appropriate court requests;
- The College will respond appropriately to requests for information under the Freedom of Information Act.

When the College receives a court order or other request for an employee's personnel records, the College shall notify the employee by a copy of the request prior to producing the records in accordance with applicable laws and regulations or applicable collective bargaining agreement.

### **IV. Responsibility**

Responsibility for the interpretation and administration of this policy and the establishment of procedures governing employee personnel files is delegated to the Executive Director of Human Resources or his/her designee.

Adopted 3/4/03

Revised: 5/21/2018