



Standard Operating Procedure

Procedure Title: Employee Personnel Files

Procedure #: HR.004

Revision #:

Unit Responsible: Human Resources

Individual Responsible: Human Resources Director of Total Compensation,
Employment, and HR Systems

Effective Date: 10/1/2021

Initial Approval Date: 5/21/2018

Last Review/Update Date: 10/01/2021

Next Review Date: 10/1/2024

***Does this procedure support a Board Policy?** Yes

If yes, identify: [4.050-Employee Personnel Files](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** No

If yes, identify:

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation?** Yes

If yes, identify: [Bullard Plawecki Employee Right-to-Know Act](#)

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Employee Personnel Files, Board Policy 4.050

1. Purpose

To outline the maintenance and management of employee personnel files.

2. Scope

This procedure applies to all employees.

3. Prerequisites

4. Responsibilities

The Human Resources Department is responsible for maintaining the official employee personnel file.

5. Procedure

- A. The Human Resources Department will create an official employee personnel file for all employees effective with the start date of employment.
- B. The employee personnel file will contain the employee's application for employment, credentials, and documentation of transactions related to employment with the college.
- C. Additional confidential materials related to employee benefits and health information, employee background check, form I-9 and other performance or management record will be maintained in a separate confidential employee file.
- D. Employees may review their personnel file through a written request for appointment with the Human Resources Department Administrative Assistant to the Executive Director of Human Resources.
- E. A member of the Human Resources administrative staff will be present with the employee while reviewing the file to answer any questions related to materials in the personnel file.
- F. Employees may request a copy of any contents of the personnel file. Up to ten pages will be provided without charge. Pages in excess of ten will be provided at a cost of \$.25 per page.
- G. Employees will be provided copies of any request for personnel records being requested by court or other order.

- H. Employee personnel files will be retained according to the College Records Retention and Disposal Schedule.

6. *Reference*

7. *Definitions*
