



## 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**

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To outline the maintenance and management of employee personnel files.

### **2. Scope**

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This procedure applies to all employees.

### **3. Prerequisites**

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### **4. Responsibilities**

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

### **5. Procedure**

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- 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**

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**7. Definitions**

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