	<b>Divisional Office</b> <b>Human Resources</b>	<b>SOP #</b>	HRPR5014
		<b>Revision #</b>	
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<b>SOP Owner:</b>	Mary Stroebel	<b>Approval:</b>	
<b>Supports College Policy:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>Policy Name: Employee Personnel Files</b>	<b>Next Review Date:</b>	7/31/2019
<b>Supports HLC Criterion:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>Criterion:</b>		

## **Standard Operating Procedure: Employee Personnel Files**

### ***1. Purpose***

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This procedure details the maintenance and management of the employee personnel file.

### ***2. Scope***

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This procedure applies to all employees.

### ***3. Responsibilities***


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The Human Resources Director of Total Compensation, Employment and HR Systems is responsible for the maintenance of employee personnel files. (517) 483-1875.

### ***4. 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 will be maintained in a separate confidential employee file.
- d) Employees may review their employee 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 requests 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.

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**5. References**

The College Records Retention and Disposal Schedule.