

POLICY TITLE: EMPLOYEE PERSONNEL FILES

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 College employees.

III. General

The College is committed to compliance with the provisions of the Bullard-Plawecki Right to Know Act, MCL423.501, et seq. (the "Act".) Employees' rights under the Act include a right to request and be given a review of their personnel records, a right to be supplied with copies of their records as allowed by the Act, a right to respond to statements in their personnel record, and a right to notice in certain circumstances where third parties seek a copy of their personnel record.

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.

IV. Responsibility

The College's Executive Director of Human Resources is responsible for the oversight of this policy.