

ARTICLE 11 - EMPLOYEE FILES

The College Human Resources Department shall maintain the official Employee File on each employee.

Documents in the employee file shall be maintained according to state law. This file will contain only those documents pertinent to the employment history of an employee. Non-disciplinary materials removed from the file will be returned to the employee. Any official grievance filed by an employee shall not be placed in the file and shall not be used in any recommendation for job placement.

Documents relating to assessment or discipline shall be signed or initialed by the employee before placement in the employee file, indicating that the material has been read. Other Management-initiated documents directed to be placed in the employee file will either be addressed to the employee or copied to the employee so that the employee knows that the material is being added to the file.

Disciplinary actions will be removed from the official Employee File ([Article 22.11](#)) upon the request of the employee to her or his Administrative Supervisor.

The employee may review and/or copy any material in her/his employee file. The employee may respond to or answer any document in the file. The response shall be placed therein and attached to the document to which it is related.

The Human Resources Department shall maintain a review log in each employee's file. The name of any person reviewing such file shall be recorded in the log with the date of review. Only authorized staff of the Human Resources Department shall be exempt from the use of such a log.

Employee files shall not be removed from the Human Resources Department unless required by law, or upon subpoena by a court or by an administrative agency with competent jurisdiction.