

10.03.01 Access to Personnel File

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7 and Alabama Community College System (ACCS) Board Policies.

The following ACCS policies are referenced in this policy:

[Board Policy 616.01](#)

Scope:

This policy applies to all WCCS employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Employee: For the purposes of this policy, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

Details:

1. **Compliance with Federal and State Records Laws:** Federal and state laws govern public access to records maintained by governmental entities. Those laws will be followed. To the extent permissible by law, the College may maintain sensitive or otherwise confidential information in employee or applicant files.
2. **Maintenance of Personnel Records:** Official personnel records for administration, support staff, and instructors are maintained in the Human Resources Office. Files are confidential and released only when employees have given written permission, pursuant to lawful subpoenas, or court orders.
3. **Adding Documents to Personnel Records:** Information may be added to the personnel file to clarify or supplement materials previously placed in the personnel file. Employees may answer or object in writing to any material in the personnel file, and the answer or objection will be attached to the appropriate material that is the subject of the answer or objection.
4. **Fees for Open Records Requests:** The College may establish a reasonable charge for researching open records requests or as otherwise necessary.
5. **Record Changes:** Changes in status such as address, marital status, payroll deductions, etc., will be reported to the Payroll Office.

Procedure(s):

1. Employees are responsible to keep personal records, such as home address, up-to-date and on file in the Human Resources Office.
2. Employees may request to review their personnel file with five (5) business days' notice of an appointment and completion of the Personnel File Review Form.
3. Employees may, upon request, receive copies (at the employee's expense) of all personnel records within the personnel file.
4. The employee may answer or object in writing to any material in their file and the answer or objection will be attached to the appropriate material.
5. Employees are allowed to have placed in their personnel file information relating to the employee's academic and professional accomplishments. Employees are encouraged to place information of a positive nature indicating special achievements, performance, and contributions in their personnel files.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable.