



Administrative Policy Personnel Records

Approved By: President

Date Approved: Not Available

1. **Summary:** This policy establishes requirements regarding the maintenance and protection of employment records.
2. **Rationale:** This policy is necessary to ensure the confidentiality and proper use of employment records.
3. **Entities Affected:** employees
4. **Definitions:**

5. **Policy:**

A personnel file, including all pertinent employment information, will be maintained for every employee in the Human Resources Office. Attendance records, performance appraisals, commendatory and disciplinary memoranda, among other employment records, will be placed in this file.

Certain personal information, including the names of persons to be contacted in the case of emergency, must be supplied to the Human Resources Office upon commencement of employment and updated as appropriate.

Personnel files are the confidential records and property of Criswell College, maintained solely for internal personnel administration purposes. While personnel files are always available for review by the specific employee, they are not available for review by unauthorized employees or outside parties. If any information in the personnel file is believed to be incorrect, the employee should confer with the Chief Business Officer.

6. **Procedure:**

- a. **Implementation:** Not applicable.
- b. **Responsibility for Compliance:** Chief Business Officer
- c. **Notification:** This policy will be posted on the college's website and network drive and will be published in its entirety or in summary in the college's employee handbook.
- d. **Policy Review:** This policy will be regularly reviewed according to the college's policy review procedure.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 2.048
---------------------	----------------------

Related policies:

Policy History

Version 1.0	Not Available
-------------	---------------