

1.0 PURPOSE

- 1.1 Big Bend Community College (BBCC) is aware of its obligations as an employer to maintain an efficient and effective personnel records system, to include a compliant retention schedule.
- 1.2 BBCC shall maintain an official file for each employee showing a record of employment and such other information that may be required for business and legal purposes.
- 1.3 This procedure shall provide information regarding the retention and confidentiality of personnel records in accordance with chapter 357-22 WAC, collective bargaining agreements, accreditation, and all relevant state and federal laws.

2.0 SCOPE

- 2.1 This procedure applies to all full-time and part-time employees of the college. Employees covered under a collective bargaining agreement should refer to that agreement for additional information regarding personnel records.

3.0 DEFINITIONS

- 3.1 The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

Personnel record: documents pertaining to an individual's application to and employment with Big Bend Community College. May include application for employment when applicant is hired; identification, criminal background checks; evaluation reports on job performance; records of employment status, position description and job classification; citations; letters of recommendation and other documents specific to that employee's employment. Not all personnel records are retained in official personnel files and may be separately filed in a subject matter file.

Personnel file (official): official file located in the Human Resources Office and containing original personnel records.

Subject matter file (official): official files located in the Human Resources Office and containing original paper, electronic or authorized digitally imaged personnel records specific to a matter that for legal, confidentiality, or record management efficiency reasons is retained separate from an employee's official personnel file. Examples include, but are not limited to payroll files, grievance files, medical information, unemployment appeals, labor and industry claims, and tenure files.

Supervisor file (unofficial): a working file of documentation relevant to employee performance. Differentiated from the official file in that information is either a copy of original documents forwarded to the official personnel file or working documents to be used to prepare a personnel record that will ultimately be forwarded to the official file.

Personal information: includes telephone numbers, addresses, social security numbers and other personal information specific to the individual apart from the employment relationship with BBCC.

4.0 PROCESS

- 4.1 Personnel and payroll records/files are maintained in a locked and secured location and are accessible to employees in the Human Resources and Payroll offices. The Vice-President of Human Resources and Labor is responsible for managing and maintaining the official personnel and payroll records/files. Access shall be limited to the employee, Human Resources/Payroll employees, the immediate supervisor, and administrator(s) of BBCC who have a need for a bona fide employment-related request, and authorized agencies as approved by the Vice-President of Human Resources & Labor or designee.
- 4.2 An employee and/or any person authorized in writing by the employee may review the employee's personnel file. The employee may contact the Human Resources Office during business hours Monday through Friday and make an appointment to review their personnel file. The file will be produced within a reasonable timeframe, dependent upon workload and other reasonable considerations. Requests to review archived records require additional processing time.
 - 4.2.1 An employee may grant access to any other individual given expressed written permission by the employee to review the record/file. Such requests shall identify the individual by name, the date of review, and shall be signed by the employee.
- 4.3 The employee may request a copy of items in the personnel file, up to and including the entire file contents. Requests shall be made in writing. The employee may be charged for copies at the discretion of the Vice-President of Human Resources and Labor and at the approved rate.
- 4.4 An employee must be provided a copy of all adverse material placed in the personnel file at the time the material is forwarded to the file. After an employee becomes aware that adverse information has been placed in their personnel file, the employee has the right to add a statement of rebuttal or correction of such information.
- 4.5 An employee has the right, at any time, to add job-related information to their personnel file. Determinations regarding the job-relatedness of any

information will be made by the Vice-President of Human Resources & Labor, whose decision is final.

- 4.6** When documents in an employee's personnel file, supervisor file, or other subject matter files are the subject of a public disclosure request, subpoena, or legal discovery, the college will provide the employee with a copy of the request at least seven (7) calendar days in advance of the intended release date, unless otherwise required by law.
- 4.7** BBCC will not release personal information about an employee except as is necessary, or as the law requires.
- 4.8** Official personnel records are governed by the Washington State Board for Community and Technical Colleges Records Retention Schedule. This retention schedule authorizes the destruction/transfer of public records documenting common functions and activities of personnel management. It is to be used in conjunction with the Washington State General Record Retention Schedule and other approved agency schedules that relate to the unique functions of employment, personnel management, labor relations, payroll and benefits.
- 4.9** Federal guidelines and/or different agencies may conflict with state retention guidelines. In this case, Human Resources will follow the most conservative retention schedule.
- 4.10** Human Resources will retain the separated employee's BBCC official personnel file for the duration of the applicable retention period.
- 4.10.1** Records shall be retained consistent with this procedure's retention schedule. Thereafter, the records shall be disposed of in a manner that ensures both adequate destruction of the materials and confidentiality of record information during the disposal process.
- 4.10.2** Records may be archived. Confidentiality standards apply to archived information.
- 4.11** In the event an employee transfers or accepts a position with another Washington State agency, BBCC Human Resources will, at the request of the new employing agency, coordinate the timely and secure transfer of the employee's personnel records as required by the succeeding agency.