

POLICY: 6Hx28:7B-05



Responsible Official:
Vice President, Organizational
Development and Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

Human Resources Record Information

Policy Statement:

- I. The director of personnel is designated as the custodian of personnel records of the faculty and staff and the records of applicants seeking employment at the College. The vice president for administrative services shall serve as custodian in his or her absence.
- II. Anyone wishing to inspect the contents of a personnel file or applicant record may do so when the custodian of the records is available.
- III. Personnel and applicant records may not be taken from the personnel office.
- IV. Anyone desiring to photograph personnel or applicant records may do so under the direction of the custodian. The custodian may establish a charge for this service.
- V. Anyone desiring photocopies of personnel or applicant records may request this of the custodian. The custodian may establish a charge for this service.
- VI. All letters and documents and other material of any kind or character which relate to or are germane to employee performance including, but not limited to, all performance evaluations and records of conferences related to performance are designated as limited-access employee records and are confidential and exempt from the provisions of Section 119.07(1), Florida Statutes, and shall be open to inspection only by the employee or by officials of the College who are responsible for supervision of the employee. Except as required for use by the president in the discharge of official responsibilities, the custodian of limited-access records shall release information from such records only upon authorization, in writing, from the employee or the president, or upon order of a court of competent jurisdiction.

Procedures:

None

Related Documents/Policies:

None

Policy History:

Adopted 12-11-74; Amended 1-19-83; Formerly 6Hx28:7-09; Amended 11-18-92; Formerly 6Hx28:07-04