

2.01 Personnel Files

The College maintains confidential personnel files on each employee in the Human Resources office.

To ensure personnel files are up-to-date employees are requested to notify the Human Resources office of any change in the following information:

- Name
- Address
- Telephone number
- Emergency contact
- Marital status (for college benefits changes)
- Number of dependents (for college benefits changes)
- Beneficiary designation
- Professional or scholastic achievements

Employees may review their file by contacting the Human Resources office. Except where required by law, information contained in an employee's personnel file will not be released to external sources unless clear, written permission to release specific information is obtained from the employee.