



## Confidential Employee Records

## Policy HR 05.17

---

Board of Trustees Approval Date: 04/28/93

Revision Date(s): 12/01/04; 10/27/16

Revision Responsibility: President

Comments:

All employee files are the sole property of the College. Official records are maintained in the Human Resources Office for all employees of Mitchell Community College occupying full-time and part-time positions. The College shall maintain in personnel records only information that is relevant to accomplishing personnel administration activities. The College will abide by the requirements set forth in North Carolina General Statute 115D regarding access to employee files.

Requesting access to files requires completion of an Information Release Form.

Information placed in an employee's file may not be removed without the President's approval.

The President has the authority to remove information, if the item does not pertain to the information listed in the above Article. Any information that does not pertain to the above Article shall be reviewed by the President or his/her designee to determine if the information belongs in the employee's official file.

### Personal Information Changes

Employees should keep the Human Resources Office informed of any changes in name, marital status, family membership, address, and telephone numbers. These status changes can affect the individual's tax deductions, benefits, or other important items.

### Confidential Information

Each employee's file is a confidential record and will not be released to any person or organization without the employee's written permission, except as required by State Law. Information concerning an employee shall be made available upon request in accordance with Article 2A, 115D-27 - 29.

### Records of Former Employees or Applicants for Employment

The same provisions for access to records apply to former employees and applicant files.

### Objections to File Material

An employee or former employee who objects to any material in his/her file may place in the file a written statement relating to the material considered to be inaccurate or misleading as long as the



## **Confidential Employee Records**

## **Policy HR 05.17**

---

material has not been placed there in connection with a grievance procedure established by the Board of Trustees. The employee may seek the removal of such material from the file through grievance procedures as established in MCC Employee Grievance and Due Process Policy HR 05.15.

*While on campus this policy can be viewed by accessing Human Resources on SharePoint.*