



Divisional Office: Human Resources
SOP Owner: Mary Stroebel
Supports College Policy: Yes
Supports HLC Criterion: No
Criterion: N/A
Approval: N/A

Policy Name: Employee Personnel Files
SOP#: HRPR5014
Revision #: Type here
Implementation Date: 5/21/2018
Last Reviewed/Updated: N/A
Next Review Date: 7/31/2019

Standard Operating Procedure

1. Purpose

This procedure details the maintenance and management of the employee personnel file.

2. Scope

This procedure applies to all employees.

3. Prerequisites

N/A

4. Responsibilities

The Human Resources Director of Total Compensation, Employment and HR Systems is responsible for the maintenance of employee personnel files. (517) 483-1875.

5. Procedure

- a) The Human Resources Department will create an official employee personnel file for all employees effective with the start date of employment.
- b) The employee personnel file will contain the employee's application for employment, credentials, and documentation of transactions related to employment with the college.
- c) Additional confidential materials related to employee benefits and health information will be maintained in a separate confidential employee file.
- d) Employees may review their employee personnel file through a written request for appointment with the Human Resources Department Administrative Assistant to the Executive Director of Human Resources.
- e) A member of the Human Resources administrative staff will be present with the employee while reviewing the file to answer any questions related to materials in the personnel file.
- f) Employees may request a copy of any contents of the personnel file. Up to ten pages will be provided without charge. Pages in excess of ten will be provided at a cost of \$.25 per page.
- g) Employees will be provided copies of any requests for personnel records being requested by court or other order.
- h) Employee personnel files will be retained according to the College Records Retention and Disposal Schedule.



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6. References

N/A

7. Definitions

N/A