

# Herkimer County Community College Board Policy

**TITLE:** Employee Access to Personnel Files

**POLICY #:** HR 76-13A

**DATE OF BOARD OF TRUSTEES APPROVAL:** 1/17/02

**RESOLUTION #:** 76-13, 76-13A

**POLICY STATEMENT:**

It is the policy of the Board of Trustees that, during their employment, employees of Herkimer County Community College shall have the right to access their personnel file through a written request to the President of the College. A review of the file will be done in accordance with the provisions specified in the Faculty/Staff Handbook.

Requests for copies of documentation contained within an employee's personnel file will also be handled in accordance with the provisions specified in the Faculty/Staff Handbook.

**BACKGROUND:**

The original policy regarding access to personnel files was created in 1976. A revision was requested at a recent Board of Trustees Retreat. The revision includes reference to the faculty/staff handbook.

**Revised:** 1/17/02