

# Policy Manual



<b>Title:</b> Employee Records	<b>6Hx2-3.20</b>
<b>Legal Authority:</b> Fla. Statutes 1012.81, St. Bd. of Ed. Admin. Rules 6A-14.047(4)	<b>Page:</b> 1 of 2

## GENERAL STATEMENT

Employee records, which include records kept electronically and paper records, contain information for efficient administration including dates of appointment, periods of employment, contract status, duties performed, absences from duty, and evidence for each factor used to calculate salary. Certifications from previous employers may be included. Employee records on file include only those prepared by appropriate officials. Access to and copies of records shall be made available only by approval of the Vice President for Human Resources and Equity or designee.

## THE POLICY and THE FACULTY AND STAFF

Limited access employer records include evaluations of employee performance and shall be open to inspection only by the employee and by officials of the College who are responsible for supervision of the employee. Such limited access employee records are confidential and exempt from the provisions of *Florida Statutes*, Chapter 119.07(1). Except as required for use by the President in the discharge of official responsibilities, the custodian of limited access employee records may release information from such records only upon authorization, in writing, from the employee or President or upon order of a court of competent jurisdiction.

The College is required to obtain proof of eligibility to work in the United States via the I-9 form. This form must be retained for three years after hire or one year after the date employment is terminated. I-9 forms are retained by Human Resources.

## IMPLEMENTATION and OVERSIGHT

The President shall designate the Vice President for Human Resources and Equity as the custodian for employee records, which shall be maintained in the Human Resources Department under the immediate supervision of the Records Management official or designee. All request for access to employee records or information must be requested through the Vice President for Human Resources and Equity and/or his/her designee. Policy violations and appeals are investigated by the Vice President for Human Resources and Equity and/or his/her designee. The President is authorized to issue such implementing procedures as are deemed necessary to implement this policy.

## VIOLATION OF POLICY

Violations of this policy will be investigated and may result in consideration of disciplinary action up to and including termination.

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986; revised and re-numbered on May 21, 1997

<b>Approved by the Board of Trustees</b>	<b>Date</b> 8/26/08	<b>President's Signature</b> <i>J. Daniel Anthony Jr.</i>	<b>Date</b> 8/26/08
--	------------------------	--	------------------------

# Policy Manual



<b>Title:</b> Employee Records	<b>6Hx2-3.20</b>
<b>Legal Authority:</b> Fla. Statutes 1012.81, St. Bd. of Ed. Admin. Rules 6A-14.047(4)	<b>Page:</b> 2 of 2

## DEFINITIONS

Records – physical or electronic records which contain information including dates of employment, periods of employment, contract status, duties performed, absences from duty, and evidence for each factor used to calculate salary.

Limited records – those records delineated by Florida Statute 1012.81 as limited access records and exempt from *Florida Statutes*, Chapter 119.07(1).

History: Revised as Policy 3.30 on June 17, 1980; revised on December 16, 1986; revised and re-numbered on May 21, 1997

<b>Approved by the Board of Trustees</b>	<b>Date</b> 8/26/08	<b>President's Signature</b> 	<b>Date</b> 8/26/08
--	------------------------	--	------------------------