


PROCEDURE

Subject	Requirements of Personnel Records for All Employees Page 1 of 3	Number: 2.36.01
Source	Human Resources	Reference (Rule #) 6HX14.2.36
President's Approval/Date: 7-1-09		

I. PURPOSE:

To set forth the guidelines for establishing and maintaining personnel records in accordance with State Board of Education Administrative Rules and established federal and state statutes.

II. PROCEDURE:

- 1) Personnel records (hard copies) will be filed in a fireproof cabinet and will have a security-locking device. The President or designee shall have sole custody of the keys.
- 2) Personnel records (electronic format) will be maintained in an electronic filing cabinet with limited drawer access to ensure security and confidentiality.
- 3) College employees are required to complete all necessary personnel record forms in accordance with applicable Federal and State law. Employment start date is contingent upon such required records being on file in the Office of Human Resources.

Required employment records will consist of a minimum of the following:

- A. A notarized loyalty oath as prescribed by Florida statutes.
- B. A completed Federal W-4 form.
- C. A completed, signed application form, where applicable.
- D. Official transcripts and/or other evidences of knowledge in subject area, where applicable.
- E. A complete Immigration and Naturalization Service I-9 form.
- F. Other documentation required by law, e.g. Drug Free Work Place Act and Workers Compensation deemed appropriate for the category of hire, e.g. faculty, career employee, administrator.

NOTE: All medical records will be maintained in a separate file to ensure security and confidentiality.

- 4) Non-Credit Instructors – When a non-credit adjunct instructor is engaged, the following record requirements are applicable:

- A. A notarized loyalty oath.
- B. A completed Federal W-4 form.
- C. A completed, signed application for employment form.
- D. Evidence of knowledge in the subject area.
- E. A completed Immigration and Naturalization Service I-9 form.
- F. Other documentation deemed appropriate.

Records of non-credit instructors hired to perform duties for Corporate and Community Development will be maintained by the Corporate and Community Development Office.

5.) Student Assistants – Required employment records for students employed by the College will consist of the minimum of the following:

- A. A Student Contact
- B. A notarized loyalty oath
- C. A completed Federal W-4 form.
- D. A completed Immigration and Naturalization Service I-9 form.

Student records shall be maintained by the Career Development Center.

6.) Employment Eligibility Verification (I-9)

All individuals hired by the College must complete an Employment Verification form I-9 within three business days of their hire date. An individual hired for less than three business days must complete the I-9 at the time of hire but not later than the date the individual begins work.

- A. Individuals must present, in person, original documentation that establishes identity and employment eligibility. (Acceptable documentation is listed on the back of the form I-9).
- B. New employees, other than students hired through the Career Development Center and non-credit faculty hired through Corporate and Community Development, are to personally appear with appropriate documentation at the office of Human Resources to complete the I-9. Prior arrangements must be approved by the Office of Human Resources to have the I-9 completed at a different location.
- C. Students hired through the Career Development Center are to personally appear with appropriate documentation at the designated Career Development Center office to complete the I-9.
- D. Supervisors are responsible for notifying new employees of the above procedure and for providing an opportunity for such individuals to comply with the requirements.
- E. The Office of Human Resources is responsible for maintaining completed I-9 forms except for those maintained by Corporate and Community Development and the Career Development Center.

III. Personnel Records – Access To

Regarding release of and limited access to employee personnel records.

- A. Public Records – Employee records are considered public records and may be inspected in the Office of Human Resources during normal work hours, under the conditions prescribed below. Copying fees and labor costs may be charged.
 - 1. A request to review an employee’s records must be submitted to the Office of Human Resources and must be initiated by the individual who will review the records.
 - 2. Requests to review personnel records are to be submitted in advance. This will permit compliance with limited access regulations as explained in paragraph .
- B. Limited Access – All letters and documents that relate to employee performance, including but not limited to all performance evaluations and records of conferences related to performance, shall be open to inspection only by the employee to which the records pertain, and officials of the college who are responsible for the supervision of the employee, or potential supervisors if an employee has applied for another position in the College.

Access is only to be granted if the employee or the President, has provided written authorization, or upon order of a court of competent jurisdiction. Access for such information is to be made to the Office of Human Resources.