

Board Policies

PERSONNEL

342.00 PERSONNEL RECORDS

Cowley College's Human Resources Department is responsible for maintaining personnel information on each employee to ensure complete, accurate and current record of documents related to the job and employment status of an employee. The personnel file serves as the historical record of information pertaining to an employee from date of hire to separation.

This information is maintained in an employee's personnel file with some information accessible in the employee's payroll system account. Such files are maintained in a secure location in the HR/Payroll office. Medical and health related information is maintained in a separate confidential file from the employee's personnel file in accordance to the American's with Disabilities Act (ADA).

Information in an Employees Personnel File may contain:

- An application for employment (cover letters, resumes, transcripts)
- Employee Change Forms
- Job Description
- Employment Approval Form, employment letters, faculty contracts (annual and supplemental)
- Required tax forms for payroll processing
- Signed acknowledgments (Employee Handbook, trainings, policies)
- Performance evaluations
- Emergency Contact information
- Employee accolades or disciplinary notices
- Employee resignation and separation letters

Updating Personnel Records

Employees are responsible for maintaining current home, phone, emergency contact information and legal name changes through the College's payroll system.

It is the responsibility of supervisors or administrators in departments to notify Human Resources of changes in job duties, work schedule, or other position-related information through an approved Employee Change Form.

Release of Information

Administrators, supervisors and staff are not permitted to release employee information to any individual or agency requesting such information. Such requests must be forwarded to the Human Resources Department who will properly handle the request.

Upon receipt of a telephone or written request, the Human Resources Department will only provide the following information on an active or terminated employee:

- Employee name
- Dates of employment
- Position or job title

Written requests for additional information related to credit evaluation, employment references, mortgage applications, etc. will be provided only if an authorization for release form is signed provided by the employee and provided to the Human Resources department.

Requests for employment information by the Kansas Department of Labor Unemployment Agency and other states in connection with an unemployment compensation application will be provided, as required by law, without the use of a release form, since this inquiry is initiated by the terminated employee who has filed a claim with the state agency.

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Employees will normally be notified by the Human Resources department when the College is required to provide personnel information by a subpoena, warrant, or other court order.

Access to Personnel Files by Supervisors and Administrative Officers

Supervisors and Administrative Officers do not have access to personnel files maintained by Human Resources. However, information regarding work record or employment history will be provided to direct managers or supervisors by the Human Resources Director who will provide the pertinent information on a need-to-know basis.

Access to Personnel Files by Employees

An employee may contact the Human Resources department to view his or her personnel file. An employee may not request that material be removed from the personnel file. If the employee feels that a situation has been unfairly represented, he or she may submit a clarifying memorandum to the Human Resources Director and request that it become a permanent part of the file.

A written request is required from former employees when requesting access to their personnel files.

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