Administrative Policy

Policy Title:	Employee Personnel Record
Policy Number:	2001
Date Adopted:	1/9/2013
Version:	4.0
Review Cycle:	Biennially
Date Last Reviewed:	3/29/2023
Office Responsible:	Human Resources
Reviewing Committee:	Workforce Focus
Related Policies:	2809 Social Security Number Privacy
Related Laws:	Michigan's Bullard-Plawecki Employee Right to Know Act (Act 397 of 1978)

Policy Summary:

In accordance with Michigan's Bullard-Plawecki Employee Right to Know Act (Act 397 of 1978), Jackson College. Jackson College (JC) keeps an official personnel file for each employee, located and maintained in the Human Resources department. The personnel file records are to be used in a variety of situations, including but not limited to determining an employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action.

Policy Statement

The official personnel file contains records relating to employment and salary history; applications and resumes; educational transcripts; professional development; payroll data; vacation and sick time data; performance evaluations; items of commendation, discipline, recommendation or reference; and miscellaneous items as approved for inclusion by the Chief Operating Officer or designee. Supervisors will request that employees sign documents such as evaluations and disciplinary documentation prior to inclusion in the file. Supervisors will review documents with employees before being included in the employee's official personnel file in Human Resources. Electronic records kept in JC's Human Resources Information System (HRIS), e.g. attendance and leave records, performance reviews, etc. , are considered part of the employee's official personnel file. Items submitted by an employee to be included in his or her own personnel file will be added only with the approval of the employee's supervisor and the Chief Operating Officer or designee.

Separate files are maintained containing medical records, including but not limited to pre-employment examinations, Family Medical Leave records, ADA accommodation requests, MIOSHA exposure records, and Workers Compensation claims; background checks; employment references identifying the person making the reference; information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy; information related to investigations by JC relative to criminal activity; records limited to grievance investigations; and education records subject to the Family Educational Rights and Privacy Act of 1974.

Other employee files may be maintained by College supervisors, but such files do not constitute the official employee record and shall be considered as personal working files kept in the sole possession of the maker of the record.

Definitions

Employee: For the purposes of this policy, "employee" means a person currently or formerly employed by JC.

Change Log:

Date Of Change	Version	Description of Change	Responsible Party
01/03/2013	1.0	Initial Release	B. Hendry
10/21/2015	2.0	Biannual Review	C. Allen
07/11/2016	3.0	Review	C. Allen
03/29/2023	4.0	Review	C. Allen