



Administrative Policy

Policy Title:	Employee Personnel Record
Policy Number:	LC-2001
Date Adopted:	1/9/2013
Version:	6.0
Review Cycle:	Biennially
Date Last Reviewed:	05/01/2025
Office Responsible:	Human Resources
Reviewing Committee:	Workforce Focus
Related Policies:	2809 Social Security Number Privacy
Related Laws:	Michigan 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 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

An employee under this policy includes current and former Jackson College employees. An employee may request to review their personnel file and, after an opportunity for review or Jackson College's waiver of the requirement for review, may request a copy of his or her personnel file subject to payment of the actual incremental costs of providing a copy.

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 Human Resources 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 Jackson College'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 Human Resources Officer or designee.

Separate files are maintained containing medical records, including but not limited to preemployment examinations, Family Medical Leave records, ADA accommodation requests, MIOSHA exposure records, and Workers Compensation claims.

Certain records that would otherwise be considered personnel records are excluded from that definition under Michigan law, including records that include employment references identifying the person making the reference; records containing 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; records containing information related to investigations by Jackson College relative to criminal activity; records limited to grievance investigations; education records subject to the Family Educational Rights and Privacy Act of 1974; and records kept by an executive, administrative, or professional employee in the sole possessions of the maker and which are not open to or shared with others.

Change Log:

Date Of Change	Version	Description of Change	Responsible LC 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
1/2025	5.0	Legal review by Miller Johnson	J. Randle, CHRO