

Lakeland Community College

POLICY TITLE:	PERSONNEL FILES
POLICY NO:	3354:2-20-70
ORIGINALLY APPROVED DATE:	12/07/00
REVISED DATE:	01/22/26; 03/06/03
EFFECTIVE DATE:	01/22/26
NEXT REVIEW DATE:	01/2031
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all employees.

- A. The College shall maintain an official personnel file for each employee. Personnel files will be maintained in the Human Resources Department under the auspices of the Chief Human Resources Officer.
- B. The contents of an employee's personnel file shall be limited to those documents essential to the employment, assignment, compensation, and evaluation of the employee.
 1. In accordance with the Americans with Disabilities Act, documents containing or referencing an employee's physical condition will be maintained in a file separate from the personnel file.
- C. If an employee disputes the accuracy of information in his/her personnel file, then the employee may request the Chief Human Resources Officer to investigate, within a reasonable period of time, the validity and/or the appropriateness of having the information in the file.
 1. The Chief Human Resources Officer shall determine what action to take with respect to the disputed information and shall so inform the employee.
 2. If the employee disagrees with the CHRO's determination, he/she may include a short statement explaining his/her position in the file.