

900 MISCELLANEOUS  
901 PERSONNEL RECORDS POLICY  
902 RECORDS RETENTION POLICY

## **BAY de NOC COMMUNITY COLLEGE PERSONNEL POLICIES AND PROCEDURES**

**Originator:** Board of Trustees

**Distribution:**

**Subject:** Miscellaneous

### **901 PERSONNEL RECORDS POLICY**

It shall be the policy of the Bay de Noc Community College Board of Trustees to maintain personnel records and information for each applicant, employee, and past employee. The college tries to balance each individual's right to privacy with the college's need to obtain, use, and retain employment information.

#### **PROCEDURE:**

**901.1** Information contained in each personnel record will be obtained directly from the employee whenever practical. When information is received from an outside source, the employee will be informed if it is feasible to do so.

**901.2** Personnel records are to contain information that is needed by the college to conduct its business or which is required by federal, state, or local law. Employee personnel files will contain the following materials: application, pre-employment tests, performance appraisals, rate changes, position changes, transfers, promotions, demotions, documentation of disciplinary actions, and job description. The personnel file will be maintained for six (6) years after termination. Individual personnel files will be housed in Human Resources & Career Services.

**901.3** Employees have a responsibility to keep their personnel records current and to notify the business office in writing of any changes in the following:

- a) Name
- b) Address
- c) Telephone number
- d) Marital status for benefits and tax withholding purposes only
- e) Number of dependents
- f) Addresses and telephone numbers of dependents as well as former spouse for insurance purposes only
- g) Beneficiary designations for any of the college's insurance, disability benefits, or annuity plans
- h) Persons to be notified in case of emergency

In addition, employees who have a change in the number of dependents or marital status must complete a new form W-4 for income tax withholding purposes within ten days of the change if the change results in a decrease in the number of dependents.

- 901.4** Human Resources & Career Services should review the personnel records periodically to ensure that they contain information that is relevant to each individual's employment with the college. When practical, material that is irrelevant, inaccurate, or obsolete will be revised or deleted from the file in accordance with the college's retention policy. All personnel records are to be stored under lock and key.
- 901.5** Employees are allowed to inspect their own personnel records. A written request to do so should be directed to Human Resources & Career Services who will then schedule time for the inspections. A reasonable charge not to exceed the actual cost to the college will be made for any copies of records made by employees.
- 901.6** After inspecting their personnel files, employees who feel that the material is inaccurate or irrelevant may submit a written request to the supervisor to have the material revised or removed from the file. If such a request is not granted, the employee may be permitted to place a written statement of disagreement in the file and can pursue the matter further using the regular grievance procedure.
- 901.7** Employees are prohibited from inspecting any personnel files except their own unless they have a legitimate managerial need to know the information in the other files. Examples of individuals who have a legitimate need to inspect personnel records include the Chief Executive Officer and the Vice President of Business Services or a designated assistant and any department head who is considering an employee for promotion or other personnel action. Any access to the personnel files should be verified and recorded and kept as a permanent part of the file.
- 901.8** Employees are to refer all requests from outside the college for personnel information concerning applicants, employees, and past employees to Human Resources & Career Services. The Business Office will verify wage and salary information and release the following information without first obtaining the consent of the individual involved: a) employment dates; b) position held; and c) location of job site.
- 900.9** The Business Office is to make provisions to retain certain personnel records as required by various federal, state, and local laws. All files for former college employees should be forwarded by the immediate supervisor to Human Resources & Career Services for storage.

# BAY de NOC COMMUNITY COLLEGE PERSONNEL POLICIES AND PROCEDURES

**Originator:** Board of Trustees

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## 902 PERSONNEL RECORDS RETENTION POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to maintain personnel records and information for each applicant, employee, and past employee in accordance with federal, state and local guidelines. These records are generally broken down into three categories: personnel records, payroll records, and medical records

### PROCEDURE:

**902.1** Personnel records are to contain information that is needed by the college to conduct its business or which is required by federal, state, or local law. Employee personnel files will contain the following materials: application, pre-employment tests, performance appraisals, rate changes, position changes, transfers, promotions, demotions, documentation of disciplinary actions, and job description. The personnel file will be maintained for six (6) years after termination. Individual personnel files will be housed in Human Resources & Career Services.

**902.2** The Business Office will maintain employee payroll records. These records include the employee's name, address, social security number, wage rate, number of hours worked daily, weekly gross wages, deductions, allowances claimed and net wage for seven years after termination of employment.

**902.3** Employee medical records and analysis will be maintained separately by Human Resources and Career Services for the duration of employment plus thirty (30) years.

**902.4** In addition to the above the following retention guidelines will be used:

A. Applications (non-hires)	up to 3 year
B. Attendance records	4 years
C. COBRA records	3 years
D. Employee benefit plans	6 years following termination of the plan
E. Employment advertisements	3 years
F. ERISA retirement and pension plans	indefinitely
G. FMLA records	3 years

H. Form I-9	3 years after employment begins, or 1 year beyond termination, whichever is later
I. FORM W-4	4 years after filing year
J. Labor contracts	indefinitely
K. Medical and exposure records	40 years
L. OSHA logs	5 years following the end of the year to which they relate, plus the current year.
M. OSHA training documentation	3 years

