
	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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**Purpose**

The purpose of this procedure is to provide information on the documents that are to be included as part of the official personnel record of College employees, which is maintained online in its respective College system, and to describe the requirements for access to and confidentiality of the contents of the official personnel record.

**Procedure**


- A. The official personnel record of a college employee is maintained by the Office of Human Resources. Access to this official record shall be limited, except as provided herein, to the employee and those administrators, supervisors and managers with administrative purview and direct responsibility for the subject employee. Access to these records shall be provided only in the Office of Human Resources with the exception of the College President and the Office of General Counsel.
  
- B. Official Personnel File - Official personnel files are maintained by the Office of Human Resources. The Chief Human Resource Officer (CHRO), or designee, is designated the custodian of these official personnel records and will ensure that the records contain the following properly executed documents and that the documents are maintained according to State of Florida General Records Schedule GS1-SL, State and Local Government Agencies.
  - 1. Employment Information – Application/Resume; personnel action as required; Loyalty Oath; Drug Free Workplace Act form; I-9 Form and employment eligibility verification documents; FRS Employment Certification Form; Official Transcript(s) as required; Application for Faculty Credentialing, Contract or Agreement for Employment and Verification of Experience, as applicable. In addition, the 2021 Meaningful Notice and Notification of Social Security Number Collection and Usage forms are held on file. Adjunct faculty are also required to sign and have maintained the statement Concerning Employment in a Job Not Covered by Social Security.
  
  - 2. Salary Information - Personnel Employment Status changes updating official personnel actions such as initial hire, promotion, rehire, transfer, change in position title, demotion, suspension, rate of pay and salary changes are maintained and viewable via the human capital management system.
  
  - 3. Leave Information - Leave requests submitted by the employee and approved by the immediate supervisor and/or the budget account signer for Illness, Death in Family, Parental, Annual Administrative Leave (Jury Duty), Line of Duty, Military, Personal, Professional, Staff and Program Development Educational Leave, Sick Leave Pool Enrollment and leave calculation documents. Leave requests are completed on-line for annual vacation, Sick Leave and Sick Leave Personal. All other leave which includes Jury Duty, all Family Medical Leave, Military Leave, Sick Leave Pool and Worker’s Compensation/On the Job Injury leave are completed using the Request for Leave of Absence form since these type of leave require additional documentation to be submitted prior to approval.

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4. Performance and Conduct Information - Original of all Performance Evaluation forms, documents and correspondence.
5. Benefits Information - Insurance enrollment forms, unemployment claims, worker's compensation and retirement related documents.
6. Separation from Employment Information - Clearance form with supporting documentation.

**C. Open Records/Limited Access Materials**

1. Generally, a personnel record is considered a public record and open to inspection by the public. There are documents that are contained in a public record that are generally exempt from public disclosure. Generally, the following information is not subject to public disclosure:
  - a. Payroll deduction records
  - b. Medical records, including psychiatric and psychological records
  - c. Social Security Numbers
2. In addition, there are limited access records that are defined as confidential and are exempt from provisions of Section 119.07(1) Florida Statutes. Limited access records are open to review by the employee, College officials responsible for the supervision of the employee and by the College President, or designee, as required for the discharge of their official duties. These records include, but are not limited to:
  - a. Records containing information reflecting academic evaluations of employee performance.
  - b. Records maintained for the purpose of any investigation of employee misconduct, including a complaint against the employee and all information obtained pursuant to the investigation. These records become public once the investigation ceases to be active or when the College provides a written notice to the employee that the College has concluded the investigation with a finding not to proceed with disciplinary action or the College has concluded the investigation with a finding to proceed with disciplinary action or the college has issued a letter of discipline. If no finding is made within ninety (90) days of the filed complaint, the investigation is presumed inactive.
  - c. Records maintained for the purposes of any grievance proceeding by the employee for enforcement of a collective bargaining agreement, contract or other terms and conditions of employment. The employee and the College officials conducting the grievance proceedings shall have access to these records and the records become public when the final decision is reached.

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3. Personnel records, including those exempt or deemed limited access, may be released under subpoena, order of the court or with the written consent of the employee.
4. An employee may request to review their personnel file by contacting the Office of Human Resources.
5. Application for consideration for another position with the College will constitute authorization by the individual for the personnel record to be opened and reviewed by the hiring administrator in compliance with F.S. 119.
6. Public records requests for access to personnel records will be coordinated through the CHRO, or designee.

REFERENCES: F.S. Chapter 119, 257.36, 1001.64, 1001.65

Adopted Date: November 2, 1987

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