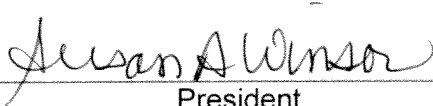
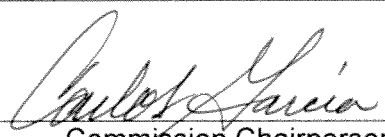


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: PERSONNEL FILES	Policy Number: 3-1-103
Institutional Authority: Vice President for Administrative Services	
Associated SBTCE Policy: 8-0-106	
Associated ATC Procedure:	

Approved: 
President


Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 02/08/2010

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATED AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. PURPOSE

It is the policy of Aiken Technical College that the College shall establish and maintain all records required by State law of the Office of Human Resources (OHR) concerning human resource programs.

II. EMPLOYEE RECORDS

- A. The College shall establish and maintain an official human resources file for each employee which will include, but not necessarily be limited to, the following:
 - 1. A copy of the employment application;
 - 2. Copies of all human resources actions reflecting the employee's work history with the agency;
 - 3. Documentation directly related to the employee's work record; and
 - 4. Copies of all performance evaluations.
- B. An employee's official human resources file shall be available for the employee's review upon request in the presence of a Human Resource representative.
- C. Supervisors may inspect all matters relating to the employee's work record in the presence of a Human Resources representative.

- D. Personnel files will be retained in compliance with the provisions outlined in the Records Retention Schedule provided by the South Carolina Department of Archives and History or designated by the agency and in accordance with other state and federal laws.
- E. All information, forms, reports, background checks, official transcripts, certificates, licenses, verifications of previous work experience, and other documentation in support of applications that result in employment and any subsequent change in employment status must be preserved on file.
- F. Copies of the individual's application, résumé, and salary worksheets will be furnished to the System Office Human Resource Services as requested for delegation audit purposes. Individual personnel files are subject to selective or general audit from time to time by the President or his designee.
- G. The Human Resource Office is required to maintain certain employee information in separate files (i.e. I-9's in compliance with homeland security requirements, insurance/benefit/health-related information in compliance with the Health Insurance Portability and Accountability Act and certain employee relations files).

Requests for personal information from other than the employee or supervisor(s) are subject to the Freedom of Information Act, the Family Privacy Act of 2002 and any corresponding amendments. Such requests for information must be made in writing. (See Policy 3-3-118 Freedom of Information)