

## College Operating Procedures (COP)



**Procedure Title:** Employee Files and Transcripts  
**Procedure Number:** 05-0105  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy 6Hx6:1.01  
Florida Statute 1001.64, 1012.81  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 1/15/10; 02/16/10; 11/1/10; 11/14/13

**Purpose Statement:** To provide detail about items contained in employee files and the procedures to be followed in gaining access to those records.

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### **Guidelines:**

The Office of Human Resources serves as the custodian of personnel records and shall maintain an employment file for each employee on the College payroll. The file will contain documents pertinent to the individual's employment at the College in accordance with federal law, State Board of Education Rules, Florida Statutes and College procedures.

The College recognizes an employee's rights and expectations that information in the college's personnel files is accurate, relevant, and safe from improper disclosure. The College complies with the Public Records Act, Chapter 119, Florida Statutes and the State Board of Education Rules in relation to the granting of access to employee records. Furthermore, the State Board of Education Rules define those records where there shall be limited access. The President or designee shall approve the release of any employment files in accordance with applicable state and federal laws, rules and regulations.

- A. The Office of Human Resources is responsible for overseeing the record keeping for all personnel information and is responsible for maintaining the only official employee file.
- B. The Office of Human Resources is the **only** authorized department to release information about employees.
- C. Supervisory and management employees with an employment-related need for information that is exempt from inspection pursuant to state statute about another employee may inspect exempt information contained in the file of that employee with approval from the Director, Human Resources.
- D. Employees are to refer all requests from outside the College for personnel information concerning applicants, employees, and past employees to Human Resources.

- E. All questions concerning release of employee information should be addressed by the respective Vice President in consultation with the Director, Human Resources.
- F. Any information requested in a properly served subpoena will be released, provided that all appropriate legal considerations are met.
- G. Reference checks from outside employers concerning current or former employees or employment verifications will be completed under the direction of the Director, Human Resources. All telephone requests, written requests, and subpoenas for employment information will be forwarded to the Human Resources Office for processing.

### **Procedures:**

#### **Information Contained in Employee Files**

Employee files shall contain information for efficient personnel administration to include the following:

- Application materials and references
- Loyalty oath
- Personnel Data Sheet
- Dates of appointment
- Periods of employment
- Licensure and credentialing documents (if applicable)
- Personnel actions to include compensation details
- Contracts (if applicable)
- Employee reviews and disciplinary actions
- All other employment documents required by federal or state law

All forms required of an employee, including any required academic transcripts and credentials, must be submitted within thirty (30) days of an employee's first day of employment. The Director, Human Resources retains final authority regarding the content of the personnel file.

#### **Maintaining Employment Files**

Employees have a responsibility to make sure their personnel records are up to date and should notify the Human Resources Office in writing (PER-023) of any changes in the following: name, address, telephone number, marital status, and number of dependents (for benefits and tax withholding purposes only) and persons to be notified in case of emergency.

#### **Inspection of Employment Files**

- A. Personnel records of College employees shall be open to inspection pursuant to the provisions of Chapter 119, Florida Statutes, and subject to any applicable exception from disclosure pursuant to applicable law(s) and any other applicable laws. Inspection of personnel records shall be subject to the following:

1. Request for personal inspection of a College personnel file or job application must be made in the Human Resources Office. The Custodian of the Records or designee requests that the individual sign in so there is a record of the inspection.
  2. Upon request for personal inspection of a personnel file or job application, Human Resources staff will, to the extent reasonably possible, notify the employee or applicant whose records are being requested to be inspected that a request to examine the records has been made. This notification and possibility to be present cannot delay or be a condition precedent to the inspection.
  3. The Director, Human Resources or designee will require that inspections be at a reasonable time and place in order to protect the records. All inspections will be made in the Human Resources Office under the supervision of the Director, Human Resources or designee.
  4. The Custodian of the Records or designee shall furnish a copy or copies of any item(s) requested from the records upon payment of the fee requested by the College. This fee is currently set at ten cents per copy and may be changed as circumstances warrant.
- B. The following is typically provided by the Office of Human Resources in an information request regarding a present or former employee:
- Dates of employment with the College.
  - Position held at the College.
  - Employment status (i.e., full-time permanent, part-time temporary, etc.).
  - Current or final salary.
- C. Letters of Commendation – Only supervisor written, job-related letters will be included in an employee's personnel file. The letter should be signed by the supervisor(s) and initialed by the appropriate Vice President.

### **Academic Transcripts**

- **Faculty**: Applicants for regular and adjunct faculty positions must submit unofficial copies of transcripts for all degrees conferred at the time of application. Official transcripts for all degrees conferred and any other coursework used to credential the faculty member to teach, must be submitted unopened to the Office of Human Resources within 30 days of hire. In the case of regular and adjunct faculty, failure to provide the required transcripts within the prescribed time frame may result in not being offered a contract or being allowed to teach in the current or subsequent terms.
- **Staff**: Applicants for any non-instructional positions that require a degree must submit unopened official transcripts for all degrees conferred within 30 days of hire.

- All applicants: Any applicant that lists a degree from a college or university may be required to provide unopened official transcripts for all listed degrees within 30 days of hire.

### **Foreign Transcripts**

For colleges where the transcripts are in English and the faculty member has an original official copy, a **notarized photocopy** shall be considered the official transcript requirements for the Human Resources personnel file.

Any transcripts from outside the United States must be evaluated by a transcript and evaluation service sanctioned by the National Association of Credential Evaluation Services (NACES) at the employee or applicant's expense, and meet the following requirements:

- The transcript must be in English or accompanied by a certified translation.
- The translation must be properly stamped, certified and noted with the equivalency of the degree.
- The translation document will be considered the official transcript required for the Human Resources personnel file.