
Chapter: Personnel

Modification No. 002

Subject: **Employment Records**

- I. The College is committed to maintaining accurate, secure, and confidential employment records in accordance with applicable laws and institutional standards.
- II. In the course of the daily operations of the College, employees may be required to access or manage confidential or sensitive information. All employees have an ethical and legal responsibility to safeguard and appropriately use this information.
- III. The employment record of any past or present employee of the College is considered a confidential record of the College. It is the College's policy to safeguard the privacy of its employees by restricting access to the files that make up the employment records when access is restricted or denied by law. To the extent permitted by law, employees have the right to examine their employment records; the right to submit materials to correct, rebut, or clarify any information contained in those records; and the right to have materials not related to employment or official duties excluded from their records. Only information which is relevant and necessary to carry out the daily operations of the College may be maintained in these records and their maintenance must be in accordance with the College's record management processes
- IV. Effective January 1, 2022, employment records will be maintained in the HR Information System (HRIS). Digital files for employment records prior to January 1, 2022, are maintained electronically.
- V. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Effective Date: September 21, 1987.

Modification Date(s): October 13, 2025.

Last Review Date: October 13, 2025.

Chapter: Personnel

Modification No. 004

Subject: **Employment Records**

I. Scope and Applicability

- A. This policy applies to the employment records of employees, including documents from their employment application and any promotions which are maintained in the HRIS.
- B. Recruitment materials for individuals who are not hired are maintained within the file associated with the position search and disposed of in accordance with the College's records retention protocol.

II. Types of Files

The College maintains one (1) official employment record for all employees, which is composed of multiple files.

A. Personnel Files

The official personnel file for employees consists of, when applicable:

- 1. The official letter(s) of offer of employment, contract(s) for employment, letter(s) of appointment, reappointment, and/or non-reappointment, and documentation related to temporary transfers and/or interim or acting roles.
- 2. Employee agreements/contracts.
- 3. Copies of documents which authorize the payment of salary and documentation of any compensation changes.
- 4. Letters of reference and recommendation.
- 5. Transcripts and degree attainments.
- 6. Original application and/or resume/curriculum vitae for consideration of employment.
- 7. Documents related to initial rank placement and rank advancement.
- 8. College sponsored or purchased training records and transcripts.
- 9. Materials related to the performance management records including routine evaluations and performance improvement plans.
- 10. Archival records of noteworthy achievements, records, and awards.
- 11. Documents related to disciplinary actions, including verbal and written reprimands, suspensions, and separations.

12. Documentation related to job changes including but not limited to memos and Personnel Action Forms (PAFs).
13. Documentation related to the employee's voluntary or involuntary separation from the College.

B. Benefits and Retirement Files

The official benefits and retirement files consist of:

1. Current and historical group insurance plan elections and beneficiaries for active employees.
2. State Retirement Plan elections and beneficiaries for active employees.
3. Voluntary Retirement Plan elections and beneficiaries for active employees.
4. Current and historical group insurance plan elections and beneficiaries for retirees.

C. Administrative File

Other files and documentation may be kept by Human Resources and Strategic Talent Management (HRSTM) as part of the confidential employment record, including but not limited to those related to recruitment, background checks, onboarding family leave, medical leave, disability and religious accommodations, workers compensation, investigations, and confidential settlements of a legal claim.

III. Administration of and Access to Employment Records

A. Employment records are kept electronically and securely maintained by the Chief Human Resources Officer (or designee).

B. Access to Records

1. Employment records are private and access to them is limited.
2. Personnel files are accessible to employees upon request with reasonable notice.
3. An individual employee has the right to respond in writing to any material in their file. They may prepare a statement in response and may include evidence in support of the response in the file.
4. A supervisor of one or more College employees may, upon request to the Chief Human Resources Officer with reasonable notice, review an employee's personnel file when the employee works under their supervision and such access is necessary for the normal conduct of supervisory responsibilities.

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5. A supervisor of one or more College employees shall, upon request with reasonable notice, review the personnel file of an employee who is being considered for a transfer or promotion, or who has submitted a written application for transfer or promotion, to a position under their supervision.
 6. Personnel files are accessible to others with a signed authorization from the employee.
 7. Otherwise, employment records are accessible only as required by a duly authorized subpoena or as otherwise required for legal compliance with the review of the Office of General Counsel.
 8. Every effort will be made to protect the confidentiality of employee records in balance with legal obligations.

C. Verification of Employment

1. All employment verification requests shall be directed to the HR Help Desk via email at HRSTM@montgomerycollege.edu (preferred) or in person at the Central Services Building. HRSTM will verify dates of employment and position, and salary will be verified only with a signed authorization from the employee. Common reasons to request verification of employment include but are not limited to renting or purchasing property, applying for any type of loan, and Public Student Loan Forgiveness forms.
2. All verifications of employment will be returned directly to the requestor, not provided to the employee. HRSTM will keep a record of all employment verifications provided on behalf of employees.
3. With the exception of a confirmation of employment or verification of salary by the Chief Human Resources Officer (or designee), no information in the records about an employee will be given over the phone by anyone.

Administrative Approval: September 21, 1987; September 27, 1990; August 24, 2010; October 27, 2025.