



NUMBER: 331  
SUBJECT: PERSONNEL FILES  
EFFECTIVE DATE: AUGUST 15, 2005  
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### **331.1 — POLICY**

It is the policy of Bridgerland Applied Technology College (BATC) to keep accurate and updated information deemed pertinent by BATC in employees' personnel files. BATC allows access to personnel files in accordance with all federal and state laws.

#### **331.1.1 — Disclosure Policy**

**331.1.1.1** — BATC recognizes the rights of each employee to examine, obtain a copy of, and challenge the accuracy of all factual data in documents contained in his or her personnel files. Exceptions to this disclosure policy include information and materials that are classified as "confidential" or marked "private" under the Government Records Access and Management Act (GRAMA) of 1992 or to which access is forbidden by state or federal laws.

**331.1.1.2** — This policy applies only to personnel files as defined in the definition section of this policy and does not affect any right conferred by law on an individual to inspect, copy, or challenge the contents of other records and files of BATC that relate to that individual.

**331.1.1.3** — No person has a right under this policy to inspect, copy, or challenge the contents of the personnel files relating to any other individual, except to the extent that such person may be authorized to do so because of an official "need to know" as defined in state law, court order, or other BATC policy.

#### **331.1.2 — Maintenance of Files**

**331.1.2.1** — The primary personnel files of BATC employees will be maintained by the Accounting Department under the supervision of the Campus President and the Vice President for Finance. These primary files are maintained in individual file folders in the Accounting Department and/or electronically.

**331.1.2.2** — Secondary personnel files may be maintained by departments, or other operating units, as necessary.

### **331.2 — PROCEDURES**

#### **331.2.1 — Inspection and Copying of Primary File**

**331.2.1.1** — Upon submitting a written request to the appropriate authority (Vice President for Finance), an employee of BATC will be given an opportunity to inspect and/or obtain a copy of his or her primary personnel file or any part thereof. However, the following items will be temporarily removed from the employee's personnel file before inspection by the employee:

- (a) letters or documents of recommendation, evaluation, or criticism which were solicited or submitted under request or promise of confidentiality;
- (b) information which relates to person(s) other than the subject employee; and
- (c) any information prohibited from disclosure by applicable state or federal laws.

The employee's written request should describe the records or information the employee wishes to examine and/or copy.



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**331.2.1.2** — After the employee submits the appropriate request, the file will be made available subject to the provisions outlined in GRAMA. These provisions include:

- (a) After verifying the identity of the employee making the request, the Accounting Department will take appropriate steps to comply with the request. The request will be addressed as soon as reasonably possible, but no later than ten (10) business days after the written request is received or five (5) business days if the employee demonstrates that expedited response benefits the public rather than the employee.
- (b) When immediate inspection is not possible or appropriate, the Vice President for Finance or his or her designee will have the personnel file assembled (including the preparation of comprehensible and readable transcription of data maintained in electronically stored format) and made available to the employee for inspection as soon as reasonably possible, normally within ten (10) working days from the date of request, at a reasonable place and time (during regular business hours).
- (c) The employee will inspect his or her file in the Accounting Department or in the presence of their designee.
- (d) A memorandum recording the request and how the request was addressed will be included in the employee's file by the Accounting Department immediately after the inspection.

**331.2.1.3** — If the employee requests a copy of the file or any part of it, the following steps will be completed:

- (a) Before preparation, the Accounting Department must calculate the cost of copying using the schedule of charges established from time-to-time by the Campus President. This copying fee will be communicated to the employee making the request.
- (b) After the employee pays the fee, the Accounting Department will arrange to prepare copies as requested and provide them to the employee with reasonable promptness as outlined above. (Any Vice President or the Campus President may waive the copying fee, if they determine that to do so would be in done in a spirit of cooperation and is in the best long-term interest of BATC.)
- (c) The written request for copies will be placed in the employee's personnel file, together with a memorandum recording when and in what manner the request was addressed.

### **331.2.2 — Inspection and Copying of Secondary Files**

An employee wishing to inspect and/or obtain copies of information in his or her secondary file(s) should submit a request to the caretaker of the file in question. The employee should follow the procedure for obtaining/copying the file prescribed by the caretaker. If denied access to a secondary file, the employee may contact the appropriate authority (any Vice President).

### **331.2.3 — Challenge to Contents**

**331.2.3.1** — An employee of BATC may, at any time, challenge any factual statement or entry of factual data in his or her personnel files on the grounds that it is inaccurate, misleading, inappropriate, or otherwise in violation of his or her individual rights.



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**331.2.3.2** — Challenges shall be submitted in writing to the appropriate administrative authority (any Vice President) who will promptly review the facts and supporting data and seek to resolve the challenge or will promptly arrange for another appropriate administrative authority (any other Vice President) to do so. Upon recommendation from the appropriate administrative authority, the Campus President or any Vice President may authorize the Accounting Department to make necessary changes in, deletions from, or additions to the personnel files to assure that the files include only factual, truthful, and relevant information. The employee will be advised in writing of all approved modifications.

### **331.3 — DEFINITION**

#### **331.3.1 — Personnel Files**

Records of a BATC employee retrievable under the employee's name or identifying number containing information gathered in the course of official BATC business. The information relates specifically to the employee's qualifications, work assignments, promotions, compensation, performance, disciplinary action, and participation in BATC benefit programs.

### **331.4 — RESPONSIBILITY**

#### **331.4.1 — Accounting Department**

The Accounting Department is responsible for maintaining the contents of primary personnel files and for responding to employees' requests or challenges in accordance with state and federal law.

#### **331.4.2 — Employees**

Employees are responsible for notifying the appropriate administrative authority in writing of their wish to review, copy, or challenge the contents of their primary files, and are responsible for following procedures prescribed by caretakers of secondary files in order to obtain access to and/or copies of those files.