

## **PERSONNEL FILES**

A personnel file is retained at the Administrative Office for each employee. Included in this file are the following items: job application, copy of birth certificate, tax withholding information, retirement form, change of beneficiary forms, work permit, payroll information, deduction authorizations, authorization for release of employee information, previous time cards, certificates of achievement, awards, etc., letters of recognition, letters or forms regarding disciplinary procedure, copies of performance evaluations, college transcripts, library certifications.

Material is added to one's file by Administrative Office and can be viewed by the individual or supervisor of that employee in the presence of an administrator or a designated proctor.