

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.6.3
Title: Personnel Files
Authority: Sections 59-53-20, 30-4-10 et. seq. and 30-2-10, et. seq. of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 05-11-2001
Last Cabinet Review: 06-15-2018
Last Revision: 06-15-2018

Chairperson

DISCLAIMER

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

The College shall establish and maintain official human resources files for each employee, which will include, but not necessarily be limited to, the following:

1. The employment application
2. 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. All performance evaluations

Employees may inspect their personnel file on request in the presence of a Human Resource representative. Supervisors may inspect all matters relating to the employee's work record in the presence of a Human Resources representative.

Personnel files will be retained in compliance with the provision outlined in the Records Retention Schedule provided by the South Carolina Department of Archives and History or designated by the College and in accordance with other state federal and/or local laws.

All information, forms, reports, background checks, official transcripts, certificates, license, 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 at the College. Copies of the individual's application and résumé, and/or Salary Worksheets will be submitted 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 state, federal or local agencies.

The Human Resources Office is required to maintain certain employee information in separate files including, but not limited to I-9's, insurance/benefit/health-related information, FMLA documentation, Workers Compensation records and certain employee relations files.

Request for personnel 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 to the President. (See Policy 3.5.5 Freedom of Information.