

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

HUMAN RESOURCES

PERSONNEL RECORDS

POLICY 4103
ADOPTED: 06/25/91

The Human Resources Department at Triton College will maintain a file on all current employees at the College. All materials relating to the hiring and the continued employment of the employee will be included in the file.

Employees may request to examine their file by submitting a written request to the Director of Human Resources 24 hours in advance. A member of the Human Resources staff shall be present at the time the file is examined. Employees may not mark, destroy, or remove any of the files' contents.

Employee files will be considered confidential information and will not be released to others without the employee's consent unless by court order.

Files for terminated employees shall be maintained for a period as required by current law.