

**Section:** Official Personnel Records

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**Sponsoring Unit/Department:** Human Resources

## Official Personnel Records

Employees will be permitted reasonable access to their records during regular business hours. The point of contact for records access is the Human Resources office, who will assist the employee in accessing records from appropriate offices across the college. (Reference ARS 39-121)

An employee may:

- Review the contents of their file and receive a copy of any documents in the file;
- Respond to any document or correspondence in their file and have that response made a part of the file, and;
- Make a written request to amend or correct any portion(s) of their file that the employee believes is not accurate, relevant, timely, or complete. Such a request is subject to the review of the employee's supervisor(s) and the Chief Human Resources Officer or designee.

Upon receipt of a written request to amend or correct any portion of an employee's personnel record, the Chief Human Resources Officer or designee shall:

- Make the amendment or correction requested by the individual, or;
- Inform the individual of their denial of the request to amend or correct the file, stating the reasons for the denial.

An employee may grieve the denial of the request to amend or correct their record. Such a grievance must be submitted within five work days of the employee's receipt of the denial.

### Disclosure of Official Personnel Records

Confidential information or personal data about an employee will not be shared, except with employees who have a legitimate business need for the information, as approved by the Chief Human Resources Officer or as required by law. Employees will be notified in the event their personnel records have been requested as part of a public records request.