

**Southwestern Oregon Community College****BP: 7095****PERSONNEL RECORDS****PURPOSE**

To maintain an effective college-wide system for documenting the terms, conditions and circumstances that arise in the course and scope of employment.

**STATEMENT**

The Board directs the President to maintain Administrative rules, procedures and practices to assure personnel files are maintained, made accessible, and disposed of by Human Resources in accordance with requirements of applicable federal and state laws.

**Bargaining Unit Employees**

Instructions related to personnel records for collectively bargained faculty and classified employees are contained within each group's collective bargaining agreement. Where bargaining agreements are silent, Board Policies and Administrative Rules shall apply.

**Non-Bargaining Employees**

Instructions related to personnel records for non-bargaining unit employees shall be governed by Board Policies and Administrative Rules shall apply.

**END OF POLICY****Legal Reference (s):**

See Oregon Administrative Rules (OAR's)

See Oregon Revised Statutes (ORS)

Americans with Disabilities Act of 1990

**Administrative Policies and Procedures:**

7095 (*formerly numbered 6.2.002*)

DATE OF ADOPTION: 06/27/11

DATE(S) OF REVISION(S): 11/25/19

DATE OF LAST REVIEW:

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.