

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Confidentiality of Employee Records

DIVISION: Human Resources

CATEGORY: Personnel

REFERENCE: Nebraska Statute(s): §48-1101 et. seq.; §84-712.05(7)

NUMBER: BP-414

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: February 20, 2019

Purpose

It is the policy of the Board to maintain employee records in compliance with federal and state retention and privacy laws and protect records maintained by the College.

Scope

This policy shall apply to all WNCC employees, regardless of classification.

Policy

The College shall establish an official personnel file for each employee. Confidentiality of the official personnel file shall be maintained at all times with access limited to the individual employee, his/her supervisor, administrators having employee evaluation responsibilities, the staff in the Human Resources Office, the President, or his/her designee, and the Board, or its designees. Requests for information other than employment information permitted by law to be released shall not be honored without written permission from the employee, except pursuant to court subpoena or other action authorizing its release.

The President is authorized to establish procedures consistent with this policy for placement, use, and retrieval of documents in the personnel files. Such procedures are to be consistent with any applicable rights to privacy laws. The Executive Director of Human Resources is responsible to coordinate records retention and maintenance, and to receive and coordinate responses to public records requests.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number: 1979
Revision Date and Board of Governors' Minutes Item Number: February 20, 2019 Item J(2)(a)
Prior Policy Number:
415.1300.79 Confidentiality of Records
Schedule for Review:
Divisions/Department Responsible for Review and Update:
Sponsoring Division/Department: Human Resources
Repeal Date and Board of Governors' Minutes Item Number:
415.1300.79 Confidentiality of Records
February 20, 2019 Item J(2)(b)
Cross Reference:
Procedure(s) for Policy:
Related Policies/References: