

# 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-413

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

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### **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.

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### **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:** February 20, 2019 Item #J(2)(a)

**Revision Date and Board of Governors' Minutes Item Number:**

**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:**