

BP 2.10 Employee Personnel File

Legal Authority *NCGS 115D-27; NCGS 115D-29; NCGS 115D-30; 1C SBCCC 200.94*

Approvals *06/11/09*
Revision

Policy

The purpose of this policy is to (i) address how and under what circumstances the College will maintain and release personnel information pertaining to College employees and (ii) establish a procedure by which a College employee who objects to material in his or her personnel file on the grounds that it is inaccurate or misleading may seek to have the material removed from the file or may place a statement relating to the material in the file. For purposes of this policy, the term “employee” shall include an applicant for employment with the College, a current employee of the College, and a former employee of the College.