

Policy Title: **PERSONNEL RECORDS**

Individual employee personnel files may not be reviewed by or released to anyone other than management personnel of Fox Valley Technical College without the specific consent of the employee in writing. Exceptions to this policy are handled on a case by case basis, subject to applicable statutory and legal considerations. Personnel file documents may only be reviewed or released consistent with state and/or federal law.

Individuals wishing to see information in their files may do so in the office where the files are maintained at such time as may be designated by the College. An employee cannot remove any item from their files. An employee shall submit such written request to Human Resources in advance. Consistent with state and/or federal law, individuals may secure copies of information in their file upon request.

*Adopted: 06/16/81*

*Reviewed: 08/06/15*

*Revised: 08/20/15*