

## **Personnel Records**

The Human Resources Department maintains personnel files for all of its employees. In each file, we keep such documents as your application, performance appraisals, and records of leaves of absence or tuition reimbursement. You have the right at any time to inspect the contents of your own personnel file. You may make notes about the documents in your file and may request a photocopy of any documents in your file that you have previously signed. Personnel files are the property of SMCCCD and in all instances will remain in the physical custody of the company.

Only the Human Resources staff will verify your employment and salary. If you wish SMCCCD to disclose your personnel information to outside sources, you will be required to sign a release of liability provided by the source requesting information. Disclosure of personnel information to outside sources will be limited. SMCCCD will cooperate, to the extent required by law, with requests from authorized law enforcement or local, state or federal agencies conducting official investigations.

Inaccurate or obsolete information in your employee file could adversely impact your benefits and tax withholding. If you have a qualified change in status such as change in marital status, dependents, beneficiaries, address and other pertinent information, please be sure to notify Human Resources within 31 days of the qualifying event.

We encourage you to provide Human Resources with any supplementary documents, such as recent training courses completed, so that your file can be kept up-to-date.