ACCESSIBILITY TO STAFF PERSONNEL RECORDS/FILES

NOTE: The personnel file of any present or former member of the staff of Allegany College is considered a confidential record of the College. Access to such a file is limited to those persons who have a legitimate need for information contained therein. Only the employee and duly-authorized personnel of the College as designated by these regulations are permitted access to such a file. In the event a legal jurisdiction shall subpoena the release of records, this shall be construed to mean everything in such files except any items which might be considered by the College to be privileged information.

ADMINISTRATION OF AND ACCESS TO PERSONNEL FILES

1. Administration of Personnel Files

The eight individuals of the Allegany College staff who maintain personnel files are the following:

- President: All professional positions reporting to position.

- Vice-President of Instructional Affairs: All professional positions reporting to position including all part-time professional positions and the position of Assistant to the Dean and Community/Campus Liaison.

- Vice President of Finance: All professional positions reporting to position, Allegany College Personnel Office and Cafeteria positions.

- Vice President of Continuing Education: All professional positions and all non-credit instructors reporting to position.

- Dean of Administrative Services: All professional positions reporting to position.

- Personnel Coordinator: All College Support Staff positions.

- Dean of Students: Child Care Center, Game Room, Student Activities.

- Vice President of Advancement and Enrollment Management: Registration, Admissions, and Financial Aid.

ACCESS TO PERSONNEL FILES (continued)

II. Access to Personnel Files

The degree of access authorized to a personnel file is determined on the basis of legitimate need. The file is open to the staff member, the individual responsible for the file, the supervisor(s) of the staff member, a potential supervisor of the staff member, the President of the College, and persons who have a legitimate "need to know" to fulfill the responsibilities of their Allegany College position as determined by the individual responsible for the particular personnel file.

With the exception of a confirmation of employment by the College, no information about any member of the staff of Allegany College will be given over the telephone by any individual responsible for personnel files at Allegany College, or any other Allegany College staff member.

1. Any individual member of the staff (professional or support) shall have the right to review his/her own personnel file by himself/herself or by his/her duly-authorized representative, designated as such in writing by the individual, in accordance with the following:*

    a. An appointment must be made for the review with the individual responsible for the file. Unless the individual responsible for the file is away from the campus for an extended period of time, or other extenuating circumstances are present, the meeting with the requestor and the individual responsible for the file must take place within forty-eight (48) hours of the date and time of request. The individual responsible for the file shall be responsible for such a review.

*Certain documents in an individual's personnel file may be classified as confidential, such as confidential references. These documents may be removed prior to review of the file. However, such removal will only take place within the guidelines and regulations of the law.

ACCESS TO PERSONNEL FILES (continued)

b. The entire review is conducted in the office of the individual responsible for the file and in the presence of the individual responsible for the file. No original material is permitted to be permanently removed from the file. However, the staff member will be permitted to photocopy pertinent material and/or authorize the release of a copy of material in his/her file to some outside person or organization.

c. A supervisor of the Allegany College staff member shall have the right to review the personnel file of the staff member when:

1. The member of the staff works under his/her direct supervision and access to the file is deemed necessary for normal conduct of supervisory responsibilities.

2. The member of the staff has made written application for transfer or promotion to a position which would place the staff member under his/her direct supervision. Such a review of a staff member's personnel file shall be conducted under the same conditions as described in paragraphs (1) a and b above.

2. Outside requestors may, upon proper identification and upon adequate determination of needs, meet with the individual responsible for the file for the purpose of obtaining information about a staff member. The individual responsible for the file will retain the file and answer questions from it. Properly authorized written requests will be given an appropriate response by the individual responsible for the file. In the event a legal jurisdiction shall subpoena the release of records, this shall be construed to mean all items except those confidential items determined by the College, which are considered to be privileged information. Notification of such subpoena action shall be given to the staff member concerned and to the President of the College. The President will assure the safe transport of the appropriate records to the legal jurisdiction which has issued the subpoena.