

Kern Community College District
Human Resources Operational Guideline

Access to Employee Files by Campus
HR Staff

There are no legal restrictions regarding access by campus HR office employees to employee personnel files maintained at the District Office. However, the information shared must be done so on a confidential and *"need to know"* basis.

Copies of documents from the official District Office personnel file necessary for reviewing for hire, or promotional purposes, may be provided to campus officials. Again, confidentiality and a *"need to know"* basis must be insured so as to avoid any misuse of information or breach of confidentiality. A sign-out sheet is provided for anyone removing a file from its place for any reason and most importantly, for recording whatever documents are copied from the employee's file.

When the need to review the official documents ends, original documents must be returned to the District HR office and copies should be either destroyed or kept in a confidential location on the campus such as the campus HR office.