



# Santa Fe College Rules Manual

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**Title: Personnel Records**

**Rule 3.33**

General Authority: FS 1001.64

Law Implemented: FS1001.64, 1012.81; 6A-14.047, FAC

Effective Date: December 13, 1990

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Purpose: To state the requirements relating to personnel records.

## Contents

Personnel records for all College employees shall show conveniently and completely all information necessary for making required reports to the director for administration of college salary schedules and for auditing of college salary schedules and for auditing of college funds, and should include all other information necessary for efficient personnel administration. Such records shall include, but not be limited to:

- A. The form and reports prescribed by applicable law.
- B. Dates of appointment.
- C. Nature of duties performed.
- D. Periods of employment.
- E. Contract or tenure status.
- F. Absences from duty on leave or for any other reason, except that granted for temporary duty elsewhere, for each college year in each college in which employed.

Such recorded and verified history shall embrace whatever prior period is needed to establish the record of continuous, efficient teaching service which is recognized in the payment of minimum salaries and allocation of funds under the Florida College System institutions program fund.

### Authentication of Service Records

The record of service and leave of College personnel shall be determined from the office records of the College or by certification of evidence from the official records of the employee's previous employer(s). Records of leave shall be determined from one or more of the sources formerly listed in Rule 6A-14.47(3), F.A.C.

### Storage

All filing equipment for personnel records shall have a locking device and shall bear a certified fire protection label so as to ensure preservation of records against heat and smoke damage in case of fire for at least one hour's duration. The President or an authorized representative shall be the sole custodian of the key to the equipment containing these records, shall vouch for their authenticity, and shall use every means to assure their safety and availability.

### Disposition

Personnel records will be disposed of as outlined in SF Rule 5.11 and Procedure 5.11P .

### Limited Access Records - Scope

Limited access records pertain to all letters and documents and other material of any kind or character which relate to or are germane to employee performance, and shall include but not be limited to all performance evaluations, records of conferences related to performance, and medical records.

Custodian of limited access records for personnel shall be the Director, Human Resources.

### Access

Limited access records shall be open to inspection only by the employee or by officials of the College who are responsible for supervision of the employee which shall be limited to President, vice president, academic deans, chairpersons, and program director of the employee.

Except as required by the President in the discharge of official responsibilities, the custodian of limited access employee records shall release information from such records only upon authorization in writing from the employee or the President or upon order of a court of competent jurisdiction.