



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> EMPLOYEE RECORDS	<b>Number:</b> 6.09	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1012.81, 1012.855 and Chapter 119 FAC: 6A-14.047	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 4/19/95, 10/22/02, 10/25/05	

The Human Resources Office shall maintain an individual personnel file for each regular College employee. The file will contain documents pertinent to the individual’s employment at the College in accordance with State Board of Education Rules and the Florida Statutes.

Personnel records shall contain information for efficient personnel administration which shall include the following:

- Dates of appointment
- Periods of employment
- Contract status
- Duties performed
- Records of leave
- Evidence for each factor used to calculate salary
- Certifications from previous employers
- Retirement system records

All forms required of an employee, including the loyalty oath and any required academic transcripts and credentials, must be submitted within thirty (30) days of an employee’s first day of employment. Salary payments may be withheld for failure to meet this requirement.

Personnel records are subject to the Public Records Act, Chapter 119, Florida Statutes and the State Board of Education Rules. The State Board of Education Rules define those records where there shall be limited access. The President or the president’s designee shall approve the release of any personnel records in accordance with applicable state and federal laws, rules and regulations.