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**PERSONNEL RECORDS**

It is the Administrative procedure of the Southwestern Oregon Community College District that a personnel file of an employee shall be open for inspection by the employee and shall be open only to such other persons as are officially designated by the Board or by the staff member in accordance with such procedures as the Board of Education may adopt.

Personnel records are records which are used or have been used to determine the employee's qualifications for employment, promotion, additional compensation, or employment termination or other disciplinary action.

"Personnel records" do not include records of an individual relating to the conviction, arrest, or investigation of conduct constituting a violation of the criminal laws of this state or another state or the United States, confidential reports from previous employers or records maintained in compliance with ORS 251.065.

An employee may make a written statement relating to any evaluation, reprimand, charge, action, or any matter placed in the employee's personnel file and such employee's statement shall be placed in the personnel file.

During employment or within 60 days of termination, the employee may request and the administration shall furnish a certified copy of the file. An amount to recover the actual cost of copying may be charged.

ORS 341.290

ORS 652.750

BP 7095

Adopted by Board of Education:

Procedure # 6.002 May 15, 1978

Changed to Administrative Procedure January 22, 1996

Changed to APP 7095 Personnel Records December 5, 2012 (Formerly Admin Policy 6.2.002)