

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LOCAL)

**Social Security  
Number**

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.

**Personnel Records**

Present and past employees shall have access to their personnel files and records, exclusive of those items made confidential by law, which are maintained by the College District.

Contents of  
Personnel File

The following information and/or records relating to employees shall be maintained in each employee's personnel file where applicable:

1. Original application.
2. ~~Original~~ Official transcript(s), except the ~~original~~ official transcripts for faculty members, which are maintained in the office of the vice president for instructional services.
3. W-4 form (copy).
4. Teacher Retirement System (TRS) form or Optional Retirement Plan (ORP) Contract (copy).
5. Contract.
6. Employment Recommendation form.
7. Letters of reference and verification of past employment.
8. Correspondence relating to commendations, recognition, awards submitted by supervisors and approved for inclusion in the employee's personnel file by the appropriate executive administrator.
9. Job description (copy).
10. Correspondence and materials relating to job deficiencies, reprimands, and disciplinary action.
11. Correspondence pertaining to leaves and absence.
12. Personal leave requests.
13. Correspondence and forms pertaining to job changes, i.e., part-time to full-time, changes of position, promotions, and transfers.

~~14.—Evaluation forms.~~

Custodian of  
Personnel Records

The vice president for business services shall, as the agent of the College President, serve as the custodian of all records and maintain applicable records relating to all present and past employees

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of the College District. The College District complies with the public information provisions in Chapter 552 of the Texas Government Code.

Access to  
Confidential  
Personnel Records

All information in personnel files, except for information specifically designated as public information, that would constitute an unwarranted invasion of personal privacy if disclosed to the public, is confidential information subject to disclosure only as provided in the Texas Open Records Act. Information in personnel files shall not be made available to the public, but shall be available during normal working hours of the College District's human resource office as follows:

1. Personal Review — Employees shall be entitled to review their own personnel files upon reasonable notice.
2. Request for Copies — Copies of an employee's personnel file shall be made available by the custodian within a reasonable time after a request for copies is made in person by the employee and after payment of the actual cost of reproduction for requested copies has been made.
3. Copies Requested to be Mailed — Copies of personnel files or records shall not be mailed unless there has first been an in-person request by the employee and the request for copies to be mailed has been approved by the vice president for business services. The vice president for business services shall have the discretion to waive the requirement of an in-person request for copies by mail in the event of a hardship or urgent necessity on the part of the employee, provided that the proper identity of the employee is established and the request is in writing.

Designation of  
Representative to  
Review File

Notwithstanding anything to the contrary, the following information is a matter of public record, and pursuant to the Public Information Act, in accordance with Chapter 552 of the Texas Government Code, the following information shall be public information as it pertains to present and past employees of the College District:

1. Name;
2. Sex;
3. Ethnicity;
4. Salary;
5. Title; and
6. Dates of employment.

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The above information shall be furnished to any interested person within a reasonable time after written request to the vice president for business services and upon agreement of the person requesting such information to pay the cost of providing copies if requested.

Availability to  
College District  
Personnel

Personnel files shall be available only to human resources department staff and College District administrative personnel who have a right to and a need for the information contained in personnel files in order to properly perform the duties assigned to them. These persons must not remove any files from the department unless authority is given by the vice president for business services. Established check-out procedures shall be followed.

Production  
Pursuant to  
Subpoena or Court  
Order

Personnel files shall be made available pursuant to proper court order or subpoena issued to the College President, the vice president for business services, or the designated agent of the vice president for business services.

Personnel files shall be made available to state and federal officials for auditing purposes in compliance with appropriate state and federal laws and regulations thereunder.