

Title	: Payroll and Personnel Files	
Number	:	4030.01
Approved	:	10/10/24
Last Reviewed:		10/10/24
Reference	:	

Payroll files - shall be maintained by Fiscal Control. Access to these files to be limited to: a) College President, b) personnel designated by the College President, c) appropriate Fiscal Control staff, and d) the individual employee (his/her folder only) during normal working hours.

Personnel files - shall be maintained by Human Resources, as designated by the College President. Access to these files to be limited to: a) College President, b) personnel designated by the College President and c) the individual employee (his/her folder only) during normal working hours.

Items to be included in files for full-time and part-time employees, as applicable:

Payroll Files

1. Contract
2. W-4 Forms
3. A-4 Forms
4. Retirement Forms
5. Demographic Information Sheet

Personnel Files

1. Employment Application, Resume/CV, Cover Letter, Reference Letters, and Official Transcripts
2. Contracts
3. Conflicts of Interest, Confidentiality and Ethics Statement
4. Certificates of authorization to teach – if required
5. Documentation showing salary scale and step
6. Supervisory evaluation reports
7. Loyalty Oath or Affirmation
8. Evidence of Drug & Alcohol-Free Compliance
9. Exit interviews
10. Resignation/Separation Notices
11. Additional items, approved by the College President or personnel designated by the College President, which may include, but not be limited to documentation of continued employment, promotions, disciplinary actions, letters of commendation, etc.

