

WGTC 4.9

Personnel Files

An official personnel file shall be maintained on all College employees. A custodian shall be designated for official personnel files. West Georgia Technical College (WGTC) shall comply with Georgia's Open Records Law and other state laws concerning the maintenance, viewing and inspection of official personnel files.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

TCSG Procedure: 4.1.7p. Official Personnel Files

Georgia's Open Records Law: O.C.G.A. § 50-18-70 et seq

Procedure:

Filing Guidelines

Documents that should be placed and retained in official personnel files include, but are not limited to: appointment packet material, performance-related documents, and requests for personnel/payroll actions.

Documents that should be maintained SEPARATELY from official personnel files include, but are not limited to: medical information, criminal history records investigations, garnishments, and employee grievances.

Custodian

Custodians of official personnel files include the Director of Human Resources or designee(s) and Technical College representatives or designees.

Reference: State Board Policy 4.1.7.
<https://www.tcsg.edu/tcsgpolicy/files/4.1.7.pdf>

Policy Source: West Georgia Technical College	Policy Manager: Director, Human Resources	Effective: 3/2009
Division: Human Resources	Reviewed: 8/2021 Revised: 8/2021	